St. Joseph's School
PARNELL STREET, WATERFORD
Telephone: (051) 876530 Fax: (051) 843841
Email: officespecialjoe@eircom.net

Code of Behaviour – St. Joseph's School

1. Aims:

a) The aim of the Code of Behaviour is to create a safe and happy school in which pupils can develop self-discipline, and make progress in all aspects of their development.
b) Every effort will be made by all members of staff to adopt a positive approach to discipline at all times.

2. Principles:

a) The school recognises and respects the variety of differences that exist between children.
b) High standards of behaviour require a high level of co-operation between staff, parents and pupils.
c) The Code of Behaviour will be implemented in a reasonable, fair and consistent manner.
d) Teachers will negotiate classroom rules with their pupils each September.
Pupils will be made aware of class rules and school rules.

School Rules:

Safety: For pupils safety and that of others, the following rules must be kept – **Pupils Must**

- Take care going to and from buses.
- Always walk while in the school building.
- Remain seated as appropriate in the classroom.
- Bring a note of explanation following absences.
- Never leave the school grounds without the permission of the Principal.
- Never engage in violent, threatening or dangerous behaviours – Note the School Health & Safety Policy.
- Pupils are not allowed use of mobile phones in school.

Caring - Pupils Must

a) Be kind and respectful to staff and fellow pupils.
b) Behave well in class so that they and their fellow pupils can learn.
c) Be truthful and honest at all times.
d) Respect their property and schools property.
e) Be in school if possible before the bell rings at 9.20 a.m.
f) Wear school uniform daily.
g) Follow the schools healthy eating policy.
h) Try their best in school.

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Bullying:
Pupils must never bully others. Pupils will be taught and encouraged to always tell an adult, (parent, teacher or special needs assistant) if bullied.

School Timetable:

School Begins: 9.20 a.m.
School Closes: Pre-school ASD, Junior & Senior Infants 2.00 p.m.
Other Classes 3.00 p.m.

Homework:
It is the policy of the school to assign homework on a regular basis. This varies with age and class. Parents are asked to take an active interest in their child's homework and to sign their Homework Journal as appropriate.

Strategies:
A climate of praise and encouragement is expected in all areas of the school.

(a) Praise may be given by means of any one of the following:

- A quiet word or gesture to show approval.
- A comment in a pupil's exercise book.
- A visit to another teacher or Principal.
- A word of praise in front of a group or class.
- A system of merit marks leading to rewards.
- Delegating some special responsibility or privilege.
- A mention to parent, written or verbal communication.
- Certificate given at whole school assembly.

(b) Disapproval Of Unacceptable Behaviour Will Be Dealt With As Follows:
(The nature of the behaviour will determine the strategy)

- Reasoning with pupils.
- Reprimand (including advice on how to improve).
- Prescribing extra work.
- Communication with Parents.
- Behaviour Contract
- Temporary separation from peers and/or loss of privileges.
- Referral to Principal/Deputy-Principal.
- Write out school rules.
- Suspension/expulsion

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- This is not an exhaustive list and other appropriate sanctions may be used.

Procedures:
The degree of misdemeanours i.e. minor, serious or gross, will be judged by the teachers and/or Principal based on a common sense approach with regard to the gravity/frequency of such misdemeanours, as follows:

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 / Leaving litter around school / Not wearing correct uniform / Being discourteous/unmannerly / Not completing homework without good reason / Endangering self/fellow pupils in the school yard at break time.

Examples Of Steps To Be Taken When Dealing With Regular Occurrences Of Minor Misdemeanours:
Phase 1 (within the classroom)
Write story of what happened **Or** one copy of school rules **Or** relevant rule to upper limit of 20 times – all to be signed by parent.
Note in homework journal to be signed by parent / Temporary separation from peers.
Sending to another teacher / Denial of participation in some class activity.
Note to parents concerning further misbehaviour in yard.
(Misbehaviour in yard consists of any action that puts the safety of self/other pupil/adults at risk)

Phase 2:
1) Send to Deputy Principal.
2) Send to Principal.
3) Class Teacher meets one/both parents.
4) Principal/Deputy Principal meets one/both parents concerning behaviour.

Examples Of Serious Misdemeanours:
Constantly disruptive in class / Telling lies / Stealing / Damaging other pupil's property / Bullying / Being rude & insolent to adults repeatedly / Frequenting school premises after school hours without appropriate permission / Leaving school premises during school day without appropriate permission / Using unacceptable language repeatedly / Use of mobile phones in school, especially if used to bully or intimidate other pupils

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Examples Of Steps To Be Taken When Dealing With Serious Misdemeanours:

1) Send to Deputy Principal.
2) Send to Principal.
3) Principal sends note in Journal to be signed by parent.
4) Confiscation of mobile phone for a defined period.
5) Detention after school. Detention after school will require prior consultation with parents.
6) Principal meets with one/both parents.
7) Chairperson of Board of Management informed and parents requested to meet with Chairperson and Principal.
8) Suspension

Examples Of Gross Misdemeanours:

Bringing weapon into school / Deliberately injuring a fellow pupil / staff Coming into school under the influence of drugs/alcohol / Bringing drugs/alcohol into school / Setting fire to school property / Deliberately leaving taps/fire hose turned on / Aggressive, threatening or violent behaviour towards staff /pupil / Stopping class functioning with very disruptive behaviour.

Examples Of Steps To Be Taken When Dealing With Gross Misdemeanours:

1) Chairperson/Principal to sanction immediate suspension pending discussion with parents.
2) Police will be informed if appropriate.
3) Expulsion will be considered in an extreme case.
4) All staff and parents/guardians should be advised about, and aware of the school's policy for suspension and expulsion.

<u>Suspension</u>

The following procedure will be followed before a pupil is suspended from the school.

- The Principal will contact the Chairperson of the Board of Management, discuss the incident and will get permission for a suspension.
- Special care shall be taken to ensure that fair procedures are accessible to pupils with SEN and those from different language or cultural backgrounds.
- The Parent/Guardian of the pupil has
  a) the right to know the details of allegations being made and
  b) the right to an opportunity to respond to same before any serious sanction is imposed.

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- Until such a process can take place (ideally a meeting …failing that, by phone…) a supervised (by parent/guardian and/or member of staff) 'time out' shall be approved – requiring the pupil to absent him or herself from the situation in question.
- Thereafter the Parent/Guardian of the pupil will be informed by telephone of the decision to suspend. This will also be put in writing to them.
- The Parent/Guardian will also be informed of the grounds on which an imposed suspension will be lifted.
- A student should not be suspended for more than three days. If a longer suspension is being proposed by the Principal (depending on the gravity of the allegation and the nature and seriousness of the behaviour) the matter should be referred to the Board of Management for consideration and approval, detailing the circumstances and expected outcomes.
- Where a suspension would bring the cumulative period of suspension to 20 days in a school year Parents /Guardians will be informed of their right to appeal a suspension under Section 29 of the Education Welfare Act and will be given the name and telephone number of the Education Welfare Officer.
- In the event of a suspension being prolonged beyond 5 days, the Principal will inform the Education Welfare officer in writing of the suspension.

Expulsion

Expulsion will only be considered in the most extreme cases.

- A pupil will be suspended initially for 3 school days.
- The Principal will inform the parents/guardians of her intention to recommend expulsion to the Board of Management.
- The Principal will invite the parents/guardians to the Board of Management hearing.
- The parents/guardians will be invited to make a written submission in advance of the Board of Management meeting.
- The parents/guardians will be provided with a full written description of the allegations against the pupil and the case being made to the Board, together with copies of all documentations, statements etc supporting that case.
- A further period of suspension will follow during which time the Board of Management will meet and discuss the issue.

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- The Education Welfare Officer will be informed in writing of the Boards decision to expel the pupil and the reasons for the expulsion.
- Following 20 days after the Education Welfare officer has been informed and after consulting with the Education Welfare Officer, the Board of Management will meet and will make a final decision on expulsion.

Expulsion shall only occur after the Board of Management has:-

- Heard the Principal's case against the pupil.
- Heard the parent's/guardian's response.
- Examined all of the relevant documentation.
- Considered the student's record in the school.
- Made a final decision to expel.
- Communicated the decision to expel to the parents/guardians formally through the Secretary of the Board and also the Educational Welfare Officer under Section 24(1) of the Education Welfare Act 2000.

It should be noted that these lists consist of examples only: It is not meant to be a totally comprehensive list of misdemeanours and procedural steps. Prior to enrolment, it is a requirement that Parents/Guardians read the Code of Behaviour, confirm in writing that it is acceptable to them and that they will make all reasonable efforts to ensure compliance with the Code by their child.

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Consent Form concerning Code of Behaviour to be signed by every Parent/Guardian prior to a pupil attending St. Joseph's School.

_____have read St. Joseph's School Code of Behaviour. We accept it and will support the school fully in implementing it. We will make all reasonable efforts to ensure compliance with the Code of Behaviour by our child.

Signed:- _____

Date:- _____

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A comprehensive audit of St. Joseph's School's Code of Behaviour was carried out, in consultation with the whole staff, on February 26th 2009. This review was undertaken with a view to revising the existing code so as to incorporate new targets and reflect best practice.

The changes and updates were discussed with parents through the parents support group and subsequently ratified by Board of Management

Action Plan Arising From Audit (beginning September 2009)

Aspect Needing Work	**Work To Be Done**	**Priority (High, Medium, Low)**	**Timeframe**	**Who Will Be Involved**
Procedures for use of suspension	Full review	High	September – October 2009	Board of Management, Principal, In-School Management Team, All Staff, Parents, & Pupils as appropriate.
School standards	Full review clarifying individual roles and responsibilities	High	September – October 2009	Principal, In-School Management Team Board of Management & Parents
Classroom Rules	Ask teachers to review/discuss classroom rules with pupils. Lesson plans, programmes and role-plays re: good behaviour skills to be utilised	High	Ongoing	All teaching staff
New Student Council and Corridor/Stair Prefects	Ask teachers to nominate able representatives	Medium	September 2009	Principal, Teaching Staff and Pupils

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Opportunities for staff to meet to discuss and share their understandings and concerns re: behaviour – and/or to monitor particular pupils – described as 'limited' at time of audit	Timetable regular whole-school and/or section meetings	Medium	October 2009	Principal in consultation with teaching staff and special needs assistants.
Incident Reports and Record Keeping	Communicate again to all	Medium	September – December 2009	Principal, teaching staff and special needs assistants
Communication with Parents/Guardians	Updated Code of Behaviour is relayed via newsletter and/or at parent-teacher meetings	Medium	Ongoing	Principal Teaching staff & Parents

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Sample Proforma Letter To Parent

Dear _____

Re: _____

I am very sorry to have to inform you that I am suspending _____ from the school for a period of_____school days from_____to_____ inclusive, as discussed, for the following reason.

_____will remain in your care while suspended and school accepts no responsibility for_____during this time.

Following the period of suspension. I would like to meet with you and _____ in my office on_____at_____when we will discuss arrangements for allowing_____back to school.

I regret having to take this action but a serious incident such as this cannot be overlooked.

Please be advised that you may appeal this suspension. Contact the Principal who will make arrangements to have your appeal heard by the Chairman of the Board of Management.

Yours sincerely,

Principal

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BEHAVIOUR CONTRACT

Date:- _____

I will do my best to

_____

_____

_____

_____

_____

Signed:- _____

Parent:- _____

Teacher:- _____

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Code of Behaviour – St. Joseph's School received and ratified by the Board of Management on

_____

Signed:_____
Fr. Waldron – Chairperson B.O.M.

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Re: Code of Behaviour

Dear Parents/Carers,

The school has revised its Code of Behaviour and the Board of Management now write to request that the parents/carers of each pupil in the school read the Code and sign to say you have read it and support its implementation. I am asking that you return the signed page to the school before the end of term. It has become a condition of enrolment that parents of new pupils sign the Code prior to a pupil starting school in St. Joseph's.

In general the behaviour in the school is very good but a very small minority of pupils at times caused concern over the past school year. The issues have been resolved and the Board of Management, the Principal and all the Staff are very anxious to ensure that the improvement continues.

In addition, I would like to state that it is a requirement that <u>all</u> pupils attending St. Joseph's wear school uniform to St. Joseph's School. As in all other schools with school uniform, this will be insisted upon in the new school year.

I would like to ask for the support of all parents in these matters as we are all seeking to run an orderly school in St. Joseph's.

Yours sincerely,

Chairperson Board of Management

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BEHAVIOUR CONTRACT

Date:- _____

I agree to keep the school rules

I agree to never hit or hurt another pupil

I agree that if I want to have friends in school then I must be a good friend to others.

Signed:- _____

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Behaviour Contract

I agree that each senior pupil in St. Joseph's School -

Must show respect to all staff

Must show respect to fellow pupils

Must be truthful

I agree that each senior pupil -

Should try their best at school work

Should show leadership to younger pupils

I understand that if I do not stick to this agreement the school will take action.

Signed:_____ Date: _____

Witness:_____ Date: _____

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CONTRACT AGREEING NOT TO BULLY

Date:- _____

I understand that bullying is wrong and very hurtful to others.

I agree that bullying should not happen especially in school.

I promise that I will not be responsible for any bullying.

Signed:- _____

Parent:- _____

Teacher:- _____