**Code of Behaviour**

**Introduction**

In compliance with Section 23 of the Education (Welfare) Act 2000, the Board of Management of C.B.S. Primary School, Ennis has prepared a code of behaviour for its pupils, staff and parents. The code of behaviour has been developed in accordance with ‘*Developing a Code of Behaviour: Guidelines for Schools’*, NEWB, 2008

**Aims and Objectives of the Code**

The aims and objectives of the code are:

* To allow the school to function in an orderly way where children can make progress in all aspects of their development
* To ensure that all pupils have a good understanding of what is expected of them
* To assist school staff, 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 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 ensure that the system of rules and sanctions are implemented in a fair and consistent manner throughout the school.

**Standards of Behaviour**

Each pupil is expected to

* Be well behaved and to show consideration for other children and adults
* Show respect for the property of, the school, other children and their own belongings
* Attend school on a regular basis and to be punctual
* Participate in school activities
* Do his/her best both in school and for homework
* Attend school in uniform as defined in the school prospectus and homework diary
* Pupils are not allowed to bring mobile phones or any other electronic devices to school

**Classroom Behaviour**

Each pupil is expected to:

* Listen to the teacher and other pupils if they are speaking
* Work to the best of his/her ability
* Value school property and the belongings of fellow pupils
* Follow the direction of his/her teacher
* Obtain his/her teachers permission to leave the classroom
* Respect the teacher, other pupils and visitors to the classroom

The following are deemed to be examples of unacceptable behaviour in the classroom

Back answering, sulking, fidgeting, chatting, not remaining in their place.

**Yard Behaviour**

* Pupils must follow the instructions of staff members on yard supervision duty and show respect and courtesy to all staff members
* No ball play allowed in the yard at any time except under teacher direction
* No pupil is allowed in the school building during break times or before and after school without the permission of a teacher
* Play safely and avoid any games that are rough or dangerous. See homework diary for a list of headings considered as rough play
* Pupils must stay in their designated yard. This means no going outside the painted lines, climbing rails and going up on steps and ramps. Playing is only allowed in the junior and senior yards and no playing is allowed in front of school buildings
* No drinks or wrappers are allowed in the school yard- food is permitted
* When the bell rings after break times all pupils will walk to their class lines and stay in the line until called into the school by their class teacher
* Bullying is not allowed
* Pupils must avoid being aggressive, swearing and using abusive language to any pupil
* Pupils must avoid being aggressive, swearing and using abusive language to any staff member
* Pupils must not assault either fellow pupils or any staff member

 **Rules for Corridors / Common Areas**

* Each class must use the designated door to enter and leave the school
* Walk on corridors and move quietly through all areas of the school without interfering with anyone’s property
* No running, jumping or rough play on the stairs is allowed
* Walk in single file
* Stand back for all adults

Breaching these rules are considered level 1 offences and dealt with accordingly.

**Pupil’s Behaviour during School Outings/Activities**

* Follow his/her teacher’s directions at all times
* Remain with the teacher/supervisors and group of pupils at all times
* Behave politely towards those they meet on such trips
* Observe the rules of general good behaviour

Breaching these rules are considered level 1 offences and dealt with accordingly.

**Staff**

It is the responsibility of the Principal to ensure the Code of Behaviour of C.B.S. Primary School is administered in a manner that is consistent and fair to all pupils. Each staff member has responsibility for the maintenance of discipline within their classroom and within common areas of the school.

Teaching staff will:

* Discuss the Code of Behaviour with their class in an age appropriate manner at the beginning of each school term
* Ensure their class is made aware of the rules and the sanctions
* Encourage positive behaviour
* Ensure there is an appropriate level of supervision at all times
* Keep a written record of Level 2 and Level 3 incidents of misconduct in their class and forward a copy of the written report to the Principal for filing in the pupil’s file
* Inform pupils when instances of misbehaviour on their part are being recorded
* Report on behaviour during parent teacher meetings and in end of year school reports
* Report repeated instances of serious misbehaviour to the Principal / Deputy Principal / or School Discipline Committee Head
* If misbehaviour occurs at lunch time or at any other time when another teacher is in charge, that teacher may impose a sanction and inform the class teacher of same.

**Parents/Guardians**

Parents/guardians of pupils attending C.B.S. Primary School agree to abide by the code of behaviour policy of the school and support the principal and staff of the school in implementing the code of behaviour.

Parents/guardians can assist the school by encouraging their children to abide by the school rules, encouraging punctuality and regular attendance and by ensuring that homework is completed.

Should a parent/guardian be concerned about any aspect of their child’s behaviour they are welcome to make an appointment to discuss their concerns with their class teacher.

In cases of an identified pattern of misbehaviour parents may be invited to participate in the drawing up of a behavioural management plan for their pupil.

**Promoting Positive Behaviour**

C.B.S. Primary School strives to create an environment where positive behaviour is reinforced through praise and encouragement. Good behaviour is recognised both in the class and the wider school community by using a variety of rewards.

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**Inappropriate Behaviour**

The code of behaviour of C.B.S. Primary School classifies misbehaviour into three levels based on the degree of disruption caused by the misconduct.

**Level One**

Level 1 behaviours are those that interfere with the orderly learning environment of the school, classroom, and common areas. Listed below are some examples of the types of behaviour that are included in Level 1.

 Please note the list is not exhaustive.

* Speaking out of turn, interrupting others
* Disobeying certain yard rules
* Not abiding by the rules for corridors / common areas
* Not abiding by the rules of behaviour during school outings/activities
* Disturbing the work or play of others
* Ignoring staff requests
* Making fun of others
* Failing to complete homework
* Failing to wear school uniform

**Level 1: Disciplinary Actions**

Teachers will discipline students at level 1.

 Behaviour at Level 1 may involve one or more of the following responses.

* **Verbal reprimand and or verbal reminder**
* **Name recorded in the Yard Book**
* **Reinforcement of alternative positive behaviour**
* **Temporary separation from peers, friends or others eg. “Time Out” in designated space in yard or “Time Out” in another class**
* **Use of reflection sheet**
* **Prescribing additional work to be completed and signed at home**
* **Loss of privileges**
* **Parent contact (through Homework Diary)**

**Level 1 Supportive Intervention:**

* Classroom-based interventions, such as Circle time or class meetings
* Discussion of positive behaviour with the child /class

**Level 2**

Level 2 behaviours are those that seriously interfere with the orderly environment of the school and are potentially dangerous to the safety and well being of the students and staff. Listed below are some examples of the types of behaviour that are included in Level 2. Please note the list is not exhaustive.

* Repeated instances (5 or more repeat offences) of Level 1 behaviour which have not been modified by intervention
* Intentionally damaging school or personal property
* Smoking
* Once off offensive / hurtful text message or other private message delivered on line
* Stealing
* Bullying
* Foul or abusive language
* Derogatory reference to another person’s race, gender, religion, physical condition, disability, or ethnic origin
* Possession or use of dangerous toys or sporting equipment (e.g. darts, knives, etc.)
* Interference with / Violation of the Person (clothing, inappropriate touch, etc)

**Level 2: Disciplinary Action**

The disciplinary actions at Level 2 are administered by the class teacher / Principal / Deputy Principal / or School discipline committee head and may include the formal notification of parents with written documentation.

 Behaviour at Level 2 may involve one or more of the following responses.

* **Meeting with parent(s)/guardian(s)**
* **Use of reflection sheet**
* **Loss of privileges, e.g. school outings, participation in school teams**
* **Implementation of a Behaviour Management Plan**
* **Suspension from school for one to five days, depending on the severity of the behaviour**
* **Report submitted to the Board of Management**

**Level 2: Supportive Intervention**

Listed below are some examples of Level 2 supportive actions:

* Team conference which may include classroom teacher, S.E.N. teacher, other involved staff (SNA’s), Principal, Deputy Principal or the School Discipline Committee.
* Request for assistance from external agencies such as the National Educational Psychological Service (NEPS), Health Service Executive Community Services, National Council for Special Education (NCSE),National Educational Welfare Board ( NEWB )

**Level 3**

Level 3 behaviours are considered the most serious violations. These behaviours endanger the

immediate health, safety and personal well being of the pupils and staff of the school. They represent a direct threat to the orderly operation of the school environment.

Listed below are some examples of the types of behaviour that are included in Level 3. Please note that the list is not exhaustive.

* **Repeated or serious instances of Level 2 behaviour which have not been modified by intervention**
* **Intimidation or harassment of any staff member by any means, digital or otherwise**
* **Repeated direct abusive language to any member of the school community**
* **Leaving the school without permission**
* **Assault or acting with extreme aggression or violence towards members of the school community**
* **Possession and or supply of drugs or other illegal substances**
* **Sexual assault**
* **Setting fires**
* **Intentional possession or use of weapons**
* **Violent fighting or causing physical harm to others**
* **Coercing other pupils to fight or to engage in very serious misbehaviour**

**Level 3 Disciplinary Action**

The disciplinary actions at Level 3 are administered by the Principal. Behaviour at Level 3 may involve one or more of the following responses.

* **Meeting with parents**
* **Implementation of a Behaviour Management Plan in conjunction with the class teacher or senior management**
* **Suspension from school for one to five days**
* **Suspension from school for five to ten days**
* **Expulsion from school**

**Level 3: Supportive Intervention**

Listed below are some examples of Level 3 supportive actions:

* Team conference which may include classroom teacher, other involved staff (SNA’s), Principal, Deputy Principal or the School Discipline Committee.
* Request for assistance from external agencies such as the National Educational Psychological Service (NEPS), Health Service Executive Community Services, National Council for Special Education (NCSE), National Educational Welfare Board ( NEWB )

**Suspension:**

C.B.S. Primary School will follow the guidelines outlined in chapter 11 of “*Developing a Code of Behaviour: Guidelines for Schools”* NEWB. 2008

**Expulsion**

Repeated incidents of Level 3 behaviour may result in a pupil being expelled. C.B.S. Primary School will follow the guidelines outlined in chapter 12 of “*Developing a Code of Behaviour: Guidelines for Schools”* NEWB. 2008

**Appeal Process**

Parents are entitled to appeal, under Section 29 of the Education Act, 1998, to the Secretary General of the Department of Education and Science, against some decisions of the Board of Management, including:

1. Permanent exclusion from a school.
2. Suspension which would bring the cumulative period of suspension to 20 school days or longer in any one school year.

Parents/Guardians will be informed in writing by the Principal of the decision of the Board of Management to permanently exclude or suspend the pupil.

Once a decision to suspend a pupil is made, parents have 42 calendar days to bring an appeal.

 **Keeping records**

The following procedures are in place to document behaviour in the school. These are in line with school guidelines and data protection legislation.

**Class level**

* Teachers record incidents of misbehaviour at Level 2 and Level 3 and file as appropriate.
* Teachers report on behaviour during parent teacher meetings and in end of year school reports.
* Teachers may write notes in the pupil’s homework diaries to communicate both positive and negative behaviours.

**Playground**

* Teachers on yard supervision record any breach of the yard rules in the yard books.
* The class teacher is notified of any incident of misbehaviour at the end of each sos/lunch period.
* The principal is informed of any misbehaviour at level 3.
* Misbehaviour at level 2 is notified to the Principal / Deputy Principal / School Discipline Committee Head.

**School records**

* Individual Behaviour Management Plans are kept by the class teacher / resource teacher and are filed in the office at the end of the school year.
* All documentation related to suspension/expulsion is kept in the pupils file in the principal’s office and reported to the NEWB ( National Educational Welfare Board)

**Implementation:**

This policy is effective from

**Ratification:**

This policy was ratified by the Board of Management in

**Review Timetable.**

This policy and its implementation will be reviewed by the Board of Management every 3 years. Written notification that the review has been completed will be made available to school personnel, published on the school website and will be communicated to the Parents’ Association.

Signed by Chairperson of Board of Management:

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**Kyran Kennedy.**

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| Yard Rules | Sanctions |
| 1 | Pupils must follow the instructions of staff members on yard supervision duty and show respect and courtesy to all staff members |  **First offence** – Verbal reprimand/reminders**Second offence** 1. Named in the yard book & inform the class teacher who will give a short extra written exercise for homework to the child

And1. Temporary separation (10 minutes) from peers, friends or others.

“Time out” in designated space in yard or “Time out” at same class level * After two entries into the yard book the head of discipline will talk to the pupil.
* After three entries into the yard book a letter is sent home to the parents / guardians
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| 2 | No ball play allowed in the yard at any time except under teacher direction |
| 3 | No pupil is allowed in the school building during break times or before and after school without the permission of a teacher |
| 4 | Play safely and avoid any games that are rough or dangerous |
| 5 | Pupils must stay in their designated yard. This means no going outside the painted lines, running behind senior school, climbing rails and going up on steps and ramps. No playing allowed in front of school buildings. |
| 6 | No drinks or wrappers are allowed in the school yards but food is permitted |
| 7 | When the bell rings after break times all pupils will walk to their class line and stay in the line until called into the school by the teacher.  | First offence – Verbal reprimand/remindersSecond offence Temporary separation from peers, friends or others. “Time out” in designated space in yard or “Time out” at same class level  |
| 8 | Bullying is not allowed. | Refer to anti-bullying policy |

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| 9A | Pupils must avoid being aggressive, swearing and using abusive language to any pupil. | First offence Named in the yard book & inform the class teacher who will give a short extra written exercise for homework to the child. A sincere apology is requiredTemporary separation from peers, friends or others. “Time out” in designated space in yard or “Time out” at same class level Second offence Named in the yard bookMeeting with parents (with Class teacher and Principal / Deputy Principal)A sincere apology is requiredImplementation of Behaviour Management PlanThird offenceRefer to anti-bullying policy |
| 9B | Pupils must not assault any pupil. | First offence (1) Named in the yard book (2) Meeting with parents (with Class teacher and Principal / Deputy Principal)(3) A sincere apology is required. (4) Implementation of Behaviour Management PlanSecond offence Refer to anti-bullying policy |
| 9C | Pupils must avoid violent behaviour including assault on any pupil. | First offence (1) Named in the yard book (2) Meeting with parents (with Class teacher and Principal / Deputy Principal)(3) A sincere apology is required. (4) Implementation of Behaviour Management PlanSecond offence 1) Named in the yard book (2) Meeting with parents (Principal and chairperson of B.O.M) (3) B.O.M. meeting called (4) Expulsion from school. |
| 10A | Pupils must avoid being aggressive, swearing and using abusive language to staff member. | First offence (1) Named in the yard book (2) Meeting with parents (with Class teacher and Principal / Deputy Principal) (3) A sincere apology is required. (4) Implementation of Behaviour Management PlanSecond offence (1) Named in the yard Book (2) Meeting with parents (with Class teacher, Head of Discipline and Principal / Deputy Principal) (3) Review Behaviour Management PlanThird offence (1) Named in the yard book (2) Meeting with parents (with Principal and chairperson of B.O.M)(3)B.O.M. meeting called (4) Suspension from school for one to five days.Fourth offence (1) Named in the yard book (2) Meeting with parents (with Principal and chairperson of B.O.M)(3) B.O.M. meeting called (4) Suspension from school for five to 10 days.Fifth offence (1) Named in the yard book (2) Meeting with parents (with Principal and chairperson of B.O.M) (3) B.O.M. meeting called (4) Expulsion from school  |
| 10B | Pupils must avoid violent behaviour including assault on any staff member. | First offence (1) Named in the yard book(2) Meeting with parents (Class teacher and Principal / Deputy Principal in attendance) (3) A sincere apology is required.(4) Implementation of Behaviour Management PlanSecond offence (1) Named in the yard book(2) Meeting with parents (Principal and chairperson of B.O.M) (3) B.O.M. meeting called (4) Expulsion from school. |