



# Lismullen National School

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Principal: Jerry O'Donoghue

## LISMULLEN NATIONAL SCHOOL

### CODE OF BEHAVIOUR

April 2009

Reviewed: April 2013

Reviewed: February 2017

# LISMULLEN NATIONAL SCHOOL

## CODE OF BEHAVIOUR

The aims of Primary Education may be briefly stated as follows:

- *To enable the child to live a full life as a child and to realise his/her potential as a unique individual.*
- *To enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society.*
- *To prepare the child for further education and lifelong learning.*

### RATIONALE FOR CODE OF BEHAVIOUR:

In order that the aims of primary education may be achieved, it is necessary that school should be a well ordered and disciplined place. It should provide an environment where the child is physically safe and happy and where good relationships are fostered between pupils, teachers, parents/guardians and others involved in the running of the school. It should provide a curriculum and a working atmosphere to help each child develop his/her potential. It should help the child as he/she grows older to move away from an externally imposed discipline to become self-disciplined.

The purpose of a Code of Behaviour, as we see it, is the creation of a positive learning environment in which a child may fully enter into the life of the school. The Code will offer a framework within which positive techniques of motivation, reward and encouragement are utilised. Many forms of positive reinforcement are used – praise, encouragement, prizes, stars etc.

Rules have been drawn up to ensure the smooth running of the school and for the safety and protection of the children. These rules require the close co-operation of pupils, parents/guardians, teachers and Board of Management.

## **SETTINGS STANDARDS OF BEHAVIOUR**

A high standard of behaviour is expected from all members of the school community. Such a standard of behaviour will create a positive environment for teaching and learning.

## **STANDARDS OF BEHAVIOUR EXPECTED OF CHILDREN**

Children are expected to

- Obey the rules of the classroom and the school
- Show respect for the school authorities and all who work within the school community
- Respect the rights of other children to learn in a secure, safe environment.
- Respect the right of the teacher to teach class without interruption or distraction
- Show care and consideration for all other children within classroom and in playground
- Work to their potential while engaged in both class work and homework.
- Show respect for school property and the school environment
- Observe the Code of Behaviour in all school related activities whether on school premises, school trips/tours, swimming lessons and any activity where they are representing our school.

## **STANDARDS OF BEHAVIOUR EXPECTED OF STAFF**

Members of staff are expected to

- Show respect and courtesy to all within the school community
- Serve as role models of kindness and co-operation to children in school
- Be constantly aware of their duty of care to their children
- Create a safe, welcoming environment
- Promote self-esteem while catering for the children's physical, psychological, emotional needs
- Cater to different needs of children
- Promote positive discipline within the school
- Deal appropriately with misbehaviour in line with the school's Code of Behaviour
- Maintain open and positive lines of communication with parents.

## **STANDARDS OF BEHAVIOUR EXPECTED OF PARENTS/GUARDIANS**

Parents/Guardians are expected to

- Promote a sense of respect in their children for themselves and others
- Be respectful to all within the school community
- Be familiar with the Code of Discipline and other school rules
- Encourage children to keep school rules
- Support the interventions made by the school to deal with inappropriate behaviour
- Communicate to the school authorities any problems or home circumstances that will affect the children's behaviour and school performance. In general, first contact should be with the class teacher. The teacher or parent may then bring the matter to the attention of the Principal
- Ensure children attend school regularly and punctually
- Supervise their child's homework and ensure it is completed to the best of his/her ability
- Ensure that children come to school clean and neat, wearing school uniform (track suit on P.E. days only) and with a healthy lunch
- Send note to teachers if there is a change in person collecting child from school
- Parents/Guardians taking their children out of school during school hours must sign them out in the office. If returning to the school during the day, they must sign back in
- Collect children from classroom if child has to leave school early, returning them to the classroom if they are returning to school
- Communicate to school by letter in order to comply with N.E.W.B. requirements. The school authorities are obliged to notify the N.E.W.B. if any child is absent for 20 or more days.

## **PROMOTING POSITIVE BEHAVIOUR**

- School Management and staff foster a school ethos which helps to promote positive behaviour and prevent inappropriate behaviour
- Our school ethos is based on good working relationships between teachers, parents and students
- Fundamental to this ethos is the principle of **respect**.
- Adults model the behaviour that is expected from students
- High standards of behaviour are expected from students. These standards of behaviour are reflected in the Rules of the School and are clear, consistent and widely understood
- At the beginning of the year the Principal discusses the Rules of the School with each class
- Teachers teach students the Code of Behaviour as part of their SPHE curriculum. When teaching the standards of behaviour expected of pupils, they also teach the skills the students will need to live up to these expectations (e.g. turn taking, listening skills, appropriate ways of resolving conflict etc.) When teaching the school rules, they also explain the rationale as to why these rules are necessary. Teachers involve students in drawing up their own classroom rules.
- The Rules of the School are contained within the school journal. At the beginning of the year parents are expected to read through the rules with their child and thereby support the school's Code of Behaviour.
- Students are involved in establishing good class routines and behaviour guidelines
- Good behaviour is consistently recognised and affirmed by staff. A system of rewards is maintained in each class as further affirmation. (See Rewards list attached)

## **SCHOOL RULES**

School rules translate expectations into practical guidance about the behaviour expected of students.

I will follow the rules of the school. The rules have been made for the good of all in our school community.

### **SCHOOL RULES:**

- Show respect to the teachers and everyone who works in Lismullen school
- Show love and respect to all the children who are part of the school community
- Take responsibility for keeping myself clean and tidy
- Wear the full school uniform. Track suit to be worn only on P.E. days
- Keep desk, classroom and school neat and tidy
- Take care of school property and show appreciation for the beautiful school environment
- Put litter in litter bins. The school play ground should be kept clean
- Eat a healthy lunch because it is my responsibility to look after the gift of my body and my health
- Birthdays: The dispersal of birthday cake/treats is not allowed. The distribution of birthday invitations within school hours is strictly forbidden
- Be polite at all times by saying 'Please', 'Thank You' and other appropriate respectful language
- Make place for people when passing through doorways and in corridors
- Treat people well – as we would like to be treated
- Be kind to other children in the classroom and in the playground. Make sure no-one feels 'left out'
- Do not disturb other children in class who are trying to learn
- Do not disturb teacher when he/she is trying to teach
- Do homework every night. Do the best in every subject and present work as neatly as possible
- Stay in designated areas within playground during breaks
- Play in basketball court/or on concrete on wet days
- Respond to the bell immediately
- Line up in an orderly manner and wait for teachers
- Ask permission to enter school to go to toilet
- Chewing gum or crisps are not allowed
- Long earrings/necklaces should not be worn in school
- Mobile phones are forbidden in school
- I will do my best to make Lismullen School a happy place for everyone.

## **RESPONDING TO INAPPROPRIATE BEHAVIOUR**

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.

## **EXAMPLES OF *MINOR* MISBEHAVIOUR**

(The following are merely examples and do not constitute an exhaustive list).

- Talking in class – when specifically asked not to
- Causing disruption by speaking out of turn
- Distracting other children
- Not carrying out/or not completing assigned work either in school or for homework without good reason
- Not presenting homework in a neat and acceptable form
- Coming to school without items outlined above
- Running in classroom/in corridor
- Failure to remain seated in class when required
- Littering
- Games considered to be dangerous to oneself and others
- Pupils leaving the playground (this includes re-entering the school building) without permission of the supervising teacher
- Climbing on trees/walls on school property.

## **SANCTIONS USED TO ADDRESS *MINOR* MISBEHAVIOUR:**

- The pupil is made aware of the fact that his/her behaviour is unacceptable
- The child may receive a verbal reprimand from the teacher
- The teacher may discuss misbehaviour with pupil
- The seating arrangement in class may be changed
- A child may be temporarily separated from class group
- Incomplete homework may have to be completed
- Badly presented homework may have to be re-done
- Stars/credits may be removed.

Continuous minor misbehaviour will automatically confer more serious sanctions

## **EXAMPLES OF *SERIOUS* MISBEHAVIOUR**

(The following are merely examples and do not constitute an exhaustive list).

- Fighting, kicking, spitting
- Insolence to teachers
- Graffiti
- Name calling
- Bad language
- Writing/scribbling on desks/school property
- Marking/defacing school/rented books
- Deliberate disobedience

## **SANCTIONS USED TO ADDRESS SERIOUS MISBEHAVIOUR:**

- A pupil may be referred to the Principal
- A note or a comment may be written on a child's homework journal to be signed by parents/guardians
- A pupil may be given a written assignment re his inappropriate behaviour to be signed by parents/guardians
- If a pupil's behaviour is a source of danger/disruption to himself or others he may be removed from the activity in which he is involved e.g. Art/P.E./Play
- Recompense is expected to be made by pupil/parent/guardian for loss or theft of property
- Stars/credits may be removed
- Pupil's name may be put in Principal's book. Anyone in the Principal's book six times is not allowed to participate in Sports Day or School Tour/School Outings. (Improvement in behaviour, however, may merit restoration of these privileges).
- A Behaviour Plan may be created for the child.
- If the problem persists or in the case of repeated incidences of serious misbehaviour, it may be necessary to have on-going discussions between the parents/guardians, teacher and Principal to monitor the situation – always with the objective of helping the child.

Continuous serious misbehaviour will automatically confer more serious sanctions.

## EXAMPLES OF *GROSS* MISBEHAVIOUR

(The following are merely examples and do not constitute an exhaustive list.)

- Serious verbal abuse of another child or teacher
- Serious theft – items of significant value
- Serious damage to property
- Substance abuse – legal or illegal
- Serious assault on another pupil/teacher
- Persistent bullying or intimidation e.g. physical abuse, name calling, isolation. (see Policy on Bullying)
- Behaviour which constitutes a threat to the safety of others within the school community
- Behaviour which has a seriously detrimental effect on the education of other students

## SANCTIONS USED TO ADDRESS GROSS MISBEHAVIOUR:

- A single incident of gross misconduct may be grounds for suspension
- In the case of an incident/incidents of gross misbehaviour parents will be informed, by phone or in writing, re the behaviour. Pupil and parents will be given an opportunity to respond and told the misbehaviour may result in suspension
- If the Board of Management decides to suspend a pupil the Principal will inform the parents and the student in writing of the decision to suspend. The letter will confirm:
  - \* The period of the suspension and the dates on which the suspension will begin and end
  - \* The reasons for the suspension
  - \* The arrangements for returning to school including any commitments to be entered into by the student and the parents (for example, parents might be asked to reaffirm their commitment to the Code of Behaviour and/or drawing up a behaviour plan.)
  - \* The provision for an appeal to the Board of Management
- Where an **immediate** suspension is warranted for reasons of safety, a preliminary investigation will be conducted. Formal investigation will follow the imposition of suspension. In the case of an immediate suspension, parents must be notified and arrangements made with them for the student to be collected.

- While it is the Board of Management that has the authority to suspend, this authority has been delegated to the Principal of the school for periods of up to 3 days. In exceptional circumstances a suspension longer than three days may be proposed by the Principal. This proposal must have the approval of the Board of Management. However the Board of Management may authorise the Principal, with the approval of the Chairperson of the Board, to impose a suspension of up to five days in circumstances where a meeting of the Board cannot be convened in a timely fashion, subject to the guidance concerning such suspensions. (See N.E.W.B. Guidelines for Schools)
- The ultimate sanction for gross misbehaviour is expulsion. This sanction is used only in extreme cases of unacceptable behaviour for example:
  - \* A serious threat of violence against another student or member of staff
  - \* Actual violence or physical assault
  - \* Supplying illegal drugs to other students in school
  - \* Sexual assault
- Procedural steps to be taken include:
  1. A detailed investigation carried out under the direction of the Principal.
  2. A recommendation to the Board of Management by the Principal
  3. Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing
  4. Board of Management deliberations and actions following the hearing.
  5. Consultations arranged by the Educational Welfare Officer.
  6. Confirmation of the decision to expel.

(For further information see N.E.W.B. – Developing a Code of Behaviour – Guidelines for Schools.)

**REVIEW:**

This review took place in April 2017.

Ratified by the Board of Management on: .....

Signed: .....

Andrew Hennelly  
 Chairman  
 Board of Management

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Signed:

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Andrew Hennelly  
 Chairman  
 Board of Management