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St. Joseph's Boys' School

1. Review:

This is a review of our Code of Behaviour from 2000. It is in compliance with the Guidelines for Code of Behaviour Issued by the National Educational Welfare Board (2008).

2. This policy is in keeping with the ethos of St. Joseph's where, through the cooperation between Staff, B.O.M., Parents and Pupils, the Christian values are taught and harmonious environment is created where the potential of all its pupils are nurtured.

3. Aims of the Code: -

- To allow the school to function in an orderly and harmonious way.
- To enhance the learning environment where children can make progress in all aspects of their developments.
- To create an atmosphere of respect, tolerance and consideration for others.
- To promote positive behaviour and self-discipline, recognising the difference between children and the need to be cognisant of these differences.
- To ensure the safety and well-being of all members of the school community.
- To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their cooperation in the application of these procedures.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.

4. Principles:

- a) The school recognises the variety of differences that exist between children and endeavours to accommodate these differences.
- b) It is agreed that a high standard of behaviour requires a strong sense of community within the school and a high level of cooperation among staff and between staff, parents and pupils.
- c) Every effort will be made to ensure that the Code of Behaviour is implemented in a reasonable, fair and consistent manner.
- d) Each child is expected to be well behaved and to show consideration for other children and adults.
- e) Each child is expected to show respect for the property of the school, other children and their belongings.
- f) Each child is expected to attend school on a regular basis and to be punctual.
- g) Each child is expected to do his best both in school and for homework.
- h) No pupil should leave the school grounds without permission of the Principal or Class Teacher.

5. Promoting our School Values and Vision:

The staff, pupils and parents of St Joseph's Boys' National School are committed to upholding, promoting and modelling the Values and Vision for our school, as outlined below.

School Values

Respect.
Kindness.
Teamwork.

School Vision

To work as a team to maintain a learning environment that encourages and supports every individual's right to respect, ensuring everyone is treated with kindness.

6. Guidelines for Behaviour in School:

1) Time-Keeping:

- a) Pupils should not be on school premises before 08.50 (Children are not supervised prior to 8.50).
- b) Class Assembly 08.50 - 09.00.
- c) Class starts at 9:00 (late students will have to sign a late book).
- d) Classes finish at 14.30

2) Uniform and Personal Presentation:

It is school policy that every pupil wears the prescribed uniform. The Board of Management, the Teaching Staff and the Parents' Association have all given their unanimous approval to this policy and consider it a vital element in maintaining a high level of order, discipline and cleanliness within the school. The wearing of rings, earrings, or eccentric hair styles would detract from the high standard to which we in St.

Joseph's aspire.

Prescribed Uniform:

- a) Charcoal grey sweater with school crest. (Available in school)
- b) Mid-grey slacks.
- c) Mid-grey shirt.
- d) Black and white school tie. (Available in school)
- e) Black footwear
- f) School Tracksuit.

School Uniform is worn for the reception of the Sacraments of First Holy Communion and Confirmation. School Tracksuit may be worn on School Trips and on P.E. days.

3) Notes:

Written explanations/requests from parents or guardians are required for: -

- a) Absences.
- b) Arriving later than 09.00.
- c) Permission to leave the school during school hours.
- d) Homework not completed.
- e) Pupil's inability to partake in some school activity.
- f) Not wearing the full uniform

4) Parent/Teacher Meetings:

- a) Annual Parent/Teacher Meetings are usually held in late November each year. Attendance is highly advisable and if a parent/guardian is unable to attend, please make alternative arrangements with the class teacher. Parents/guardians are officially notified through Aladdin or note home by Class Teacher.
- b) If your child is experiencing a particular problem or is distressed in any way, it is important you let the Class Teacher know about it. Parents/Guardians are welcome to call and discuss your child's progress with the Class Teacher or Principal. However, if a parent/guardian intends on visiting the school during the school day it is advisable to give advance notice of date and time of intended visit.

5) Homework:

It is the policy to assign homework on a regular basis. Parents/guardians are strongly advised to take an active interest in their child's homework and to sign the Homework Diary each night. (*See Homework Policy*).

6) Mobile Phones:

Mobile phones are prohibited from the school unless possession is preapproved for very exceptional reasons between the parents/guardians and the principal. Unauthorised phones will be confiscated and will need to be reclaimed by the parents/guardians.

7. Affirming Positive Behaviour:

When a pupil displays examples of good behaviour, staff are encouraged to praise the pupils by means of any of the following -

- A quiet word or gesture to show approval.
- A comment in a pupil's Homework Diary.
- A visit to another member of Staff or to the Principal for commendation.
- A word of praise in front of a group or class.
- A system of merit marks/stickers.
- Delegating some special responsibility or privilege.
- A mention to parents, written or verbal communication.
- Individual class reward/point system.

8. Whole School Approach to Promoting Positive Behaviour:

Board of Management's Responsibilities:

- Provide a comfortable, safe environment.
- Support the Principal and staff in implementing the Code.
- Ratify the Code.

Principal's Responsibilities:

- Promote a positive climate in the school.
- Ensure that the Code of Behaviour is implemented in a fair and consistent manner.
- Arrange for review of the Code, as required.

Teachers' Responsibilities:

Support and implement the School's Code of Behaviour: -

- Create a safe working environment for each pupil.
- Recognise and affirm good work.
- Prepare school work and correct work done by pupils.
- Recognise and provide for individual talents and differences among pupils.
- Uphold, model and promote the school values.
- Be courteous, consistent and fair.
- Keep opportunities for disruptive behaviour to a minimum.
- Deal appropriately with misbehaviour.
- Keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.
- Provide support for colleagues.

- Communicate with parents when necessary and provide reports on matters of mutual concern

Pupils' Responsibilities:

- Attend school regularly and punctually.
- Listen to their teachers and act on instructions/advice.
- Show respect for all members of the school community.
- Respect all school property and the property of other pupils.
- Avoid behaving in any way which would endanger others.
- Avoid all nasty remarks, swearing and name-calling.
- Include other pupils in games and activities.
- Bring correct materials/books to school.
- Follow school and class rules.

Parents/Guardians' Responsibilities:

- Encourage children to have a sense of respect for themselves, other pupils and for property.
- Ensure that children attend regularly and punctually.
- Be interested in, support and encourage their children's school work and homework.
- Be familiar with the Code of Behaviour and support its implementation.
- Co-operate with teachers in instances where their child's behaviour is causing difficulties for themselves/others.
- Communicate with the school in relation to any problems which may affect child's progress/behaviour.
- Ensure that children wear the current uniform and that the personal presentation is of a high standard.

9. Inappropriate Behaviour

1) Minor misdemeanours:

a) Examples of minor misdemeanours: -

- Interrupting class work.
- Arriving late for school without an explanation.
- Running in the school building.
- Leaving seat without permission.
- Leaving litter around school.
- Not wearing correct uniform.
- Being discourteous / unmannerly.
- Not completing homework without good reason.
- Endangering self / fellow pupils in school yard at break times. (e.g rough play)
- Being cheeky/back answering a teacher or other adult.

Any of the above misdemeanours that occur on a repeated basis become a serious misdemeanour

b) Actions in response to minor misdemeanours: -

- Reasoning with a pupil.
- Reprimand, including advice on how to improve.
- Prescribing extra work or loss of privileges.
- Temporary separation from peers within the classroom.
- Temporary separation from peers to another classroom with additional work.
- Communication with parents in Homework Diary.

2) Serious misdemeanours:

a) Examples of serious misdemeanours: -

- Constantly disruptive in class.
- Telling lies.
- Stealing.
- Damaging other pupil's property.
- Bullying (St Joseph's is a bully free school).
- Being cheeky / back answering at teacher or other adult.
- Leaving school premises without permission.
- Using unacceptable language including discriminatory language that is directed at an individual or group.
- Deliberately injuring a fellow pupil.
- Aggressive, threatening or violent behaviour towards a staff member / pupil.
- Deliberately causing damage to school or school property.
- Deliberate misuse of technology.
- Refusal to follow direction instructions from teacher/Principal.

b) Measures to be taken in dealing with serious misdemeanours: -

- Send to Principal / Deputy Principal.
- Put on detention at break times.
- Teacher communicates with parents.
- Principal communicates/meets with parents.
- Chairperson/Principal to sanction immediate suspension pending discussion with parents.
- Expulsion will be considered in extreme cases in accordance with Rule 130 of the rules for national schools.

Detention Process per term

- First detention a letter is sent home to parents.
- Second detention a letter is sent home to parents.
- Third detention another letter will be send home, explaining that one more detention will result in an immediate suspension. At this point, the parents/guardians will be requested to meet with the Class Teacher or Principal.

Immediate Suspension

An “immediate suspension” will be deemed to be necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the pupil in the school at the time would represent a serious threat to the safety and wellbeing of pupils or staff of the school.

Suspension/expulsion procedures in accordance with the Education Welfare Act. Under Section 29 of Education Act (1998), parents are entitled to appeal to the Secretary General of the Department of Education & Skills against some decisions of the Board of Management, including (1) permanent exclusion from a school and (2) suspension for a period which would bring the cumulative period of suspension to 20 school days or longer in any one school year (*See Circular 22/02*). Accordingly, schools should advise parents of this right of appeal and associated timeframe if it has been decided to suspend or permanently exclude a pupil. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student.

Below are parts of the Education Act, 1998 and the Education (Welfare) Act, 2000 which refer to the Code of Behaviour on the subjects of enrolment of pupils and suspensions and expulsions.

The Principal of a recognised school shall, before registering a child as a student at the school in accordance with section 20, provide the parents of such child with a copy of the Code of Behaviour in respect of the school and may, as a condition of so registering such child, require his parents to confirm in writing that the Code of Behaviours so provided is acceptable to them and that they shall make all reasonable efforts to ensure

- Where the Board of Management of a recognised school or a person acting on its behalf is of the opinion that a student should be expelled from that school it shall, before so expelling the student, notify the Educational Welfare Officer to whom functions under this Act have been assigned, in writing, of its opinion and the reasons thereof. (*Educ. Welfare Act 2000 24.1*)

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.

Reference should be made to other school policies particularly policies on Homework, Enrolment, Substance Abuse, Child Protection - Guidelines and Procedures.

9. Procedures for Notification of Pupil Absences from School:

The Education Welfare Action, 2000, Section 18 stipulates that parents/guardians must notify the school of a pupil's absence and the reason for this absence.

All notification of pupils' absence from school should be communicated through Aladdin. If parents/guardians are unable to use the Aladdin system a signed and dated note must be provided to the Class Teacher in the school journal upon the return to school.

- Parents/Guardians are reminded of the importance of letting the school know of their child's absence for any reason.
- Class teacher should be informed on or before the child's return to school via Aladdin.
- Detailed information should be given in the note regarding the child's absence.
- If a parent/guardian fails to write a note explaining the child's absence, this will be recorded as "Unexplained Absence". Absences of over 20 days are automatically referred to N.E.W.B through the Tusla portal.
- • Standard forms are used to report on pupil absences to the National Education Welfare Board.

Ratified by B.O.M. on: _____

Chairperson, Board of Management

Principal

Date 27/2/2023