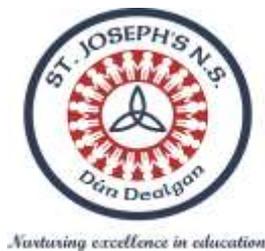


**ST. JOSEPH'S N. S.
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Principal: Dr. Rosalyn Morris

Chairperson: Sr. Joan Watters

Preamble

Under section 23 of the *Education (Welfare) Act 2000*, the Board of Management of each school must prepare and make available a Code of Behaviour for its students. The Act requires that the school Code of Behaviour is prepared in accordance with Guidelines issued by the National Educational Welfare Board.

The Code of Behaviour

The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping students in the school to behave well and learn well. The Code of Behaviour assists the school community to promote the school ethos, positive relationships, S.C.P. policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour assists teachers, S.N.A.'s, secretaries, caretaker, students and parents to work together for a happy, effective and safe school.

The Code of Behaviour expresses the vision, mission and values of St. Joseph's N.S. and translates the expectations of staff, parents and students into practical arrangements that will help to ensure continuity of instruction to all students. It helps to foster an orderly, respectful, harmonious school where high standards of behaviour are expected and supported.

The Code of Behaviour enables school authorities to strike an appropriate balance between our duty to maintain an effective learning environment for all and our responsibility to students whose behaviour presents a challenge to the teaching and learning process. The Code of Behaviour is a key tool in enabling the school authorities to support the learning of every student in the school and to develop leadership potential in the community. Maintaining a harmonious environment can present a challenge to schools, given competing needs, time pressures and varying capacities or readiness to learn. A Code of Behaviour that has the support of the school community can go a long way to helping schools to meet this challenge successfully.

St. Joseph's N.S. is Catholic school under the patronage of Archbishop Eamon Martin. Our 5 Values are as follows:

- Spirituality
- Respect
- Sonas
- Equality
- Ambition

Our primary aim in St. Joseph's is to educate our pupils holistically and according to our Catholic ethos. We wish to prepare them to fulfil their human potential and in preparation for a life of service to others in a spirit of care, love, truth, respect, justice and forgiveness.

We expect, encourage and support students to participate fully in all activities which constitute the life of the school and through which our educational aims may be realised. This signifies participation in school-organised & supported events, both academic and non-academic, such as

retreats, educational outings, competitions, sporting activities, career guidance opportunities, music, drama, charity work and fundraising activities.

Preface

Our school Code of Behaviour is based on respect for oneself, for others and for our environment, so that a positive and co-operative school atmosphere prevails. The Code of Behaviour has been developed by drawing on the content of the existing behavioural framework for St. Joseph's N.S. and has sought to draw together the relevant aspects which exist currently as self-contained policies. Staff, pupils and parents of the school have been involved throughout this process.

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour which is ill-mannered, disrespectful, dangerous, vexatious or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

The aims of our Code of Behaviour are:

- To create a safe, secure teaching and learning environment for all by promoting a sense of mutual respect amongst all members of the school community.
- To ensure that effective procedures are in place which will allow for the day to day running of the school whilst complying with all relevant legislation as well as department of Education and Skills requirements.
- To facilitate the appropriate involvement of all school personnel
- To ensure understanding by the parents, students, staff and management of St. Joseph's N.S. of the Code of Behaviour, the reasons for it, as well as each person's responsibilities in relation to its implementation.
- To emphasise the promotion and acknowledgement of positive behaviour
- To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged and supported.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
- To outline the interventions to be used when a student repeatedly misbehaves.
- To foster confidence and leadership.

Roles and Responsibilities

St. Joseph's N.S. acknowledges the contribution of all members of our school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimising negative behaviour.

Students

Our school, St. Joseph's N.S., expects that students will at all times do their utmost to uphold the Code of Behaviour of our school. Each child has a responsibility to comply with school rules, which are in place for his/her benefit and that of others. Each child has a responsibility to do its own very best with his/her abilities: to co-operate in class, to listen attentively and to carefully complete required homework.

Parents

St. Joseph's N.S. acknowledges the pivotal role of parents and guardians in the development and operation of the Code of Behaviour. It is an expectation that all parents and guardians support the Code of Behaviour and actively encourage their children to uphold it. Parents are also encouraged to support children in being punctual and to support children in wearing school uniform and being neat in their appearance.

Parents are asked to follow correct protocols in reporting a concern/issue/grievance and not to post anything on any social media platform which will bring the school, staff or children into disrepute. Please read the Parental Complaints Procedure.

Staff

St. Joseph's N.S. acknowledges the contribution of all staff (Teaching, Administrative, SNA's, Caretaking and Cleaning and S.C.P. personnel) in the day to day running of the school. Each member of staff has a part to play in the successful operation of our Code of Behaviour. In particular, staff has a responsibility to respond to and report incidents of misbehaviour and examples of positive behaviour, which they witness.

Board of Management

The Board of Management is the decision-making body of St. Joseph's N.S. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in day to day procedures, they are the body to whom parents and students may appeal in cases of suspension or expulsion.

THERE ARE TWO FUNDAMENTAL PRINCIPLES IN ST. JOSEPH'S N.S.

- ❖ Respect for myself.
- ❖ Respect for others.

Respecting others includes:

- ❖ Recognising the rights of others, including:
 - The right each member of the class has to learn.
 - The right the teacher has to do his/her work.
- ❖ Politeness and courtesy in my dealings with others.

SUPPORTING THE CODE OF BEHAVIOUR OF ST. JOSEPH'S N.S.

The school community is encouraged to understand, adhere to and uphold the Code of Behaviour in numerous ways including the following:

- Positive relationships amongst and between students and staff as well as between school and home are prioritised.
- The Code of Behaviour is presented and explained to Parents and Guardians and all incoming students of St. Joseph's N.S. This takes place in the individual interviews with enrolled students facilitated by the Principal/ Deputy Principals/ Assistant Principals/ designated staff prior to commencement. The Code is re-introduced on the first day of term by the Principal & Deputy Principal, included in the student diary and is constantly reinforced by all staff and in particular by Assistants Principals of each Department and staff members.

- At the beginning of each school year, all students are formally re-introduced to the Code of Behaviour by the class teacher. This is repeated periodically at Assemblies and throughout the school year – formally and informally.
- Teachers explain the Code of Behaviour to their class and draw up agreed rules.
- The caring ethos of our school is embodied in our daily practice and interaction with one another. In addition to day to day routines, it is evident in the provision and support of supplementary activities such as the Breakfast Club, Homework Club, Lunchtime and extracurricular & co-curricular activities, S.C.P., Learning Support, Pastoral Care time etc. all of which endeavours to foster a sense of belonging to all and encourages positive behaviour from students.
- Various classroom management strategies, such as designated seating arrangements, are employed when necessary, to pre-empt and reduce/alleviate negative behaviour. Teachers prepare class materials well and lessons are suited to pupils' abilities and interests.
- There is consistent use of the school text-a-parent (Aladdin) as a means of communicating between home and school. Phone calls as deemed appropriate.
- Face to face informal meetings are held as appropriate.
- Various media such as our website, texting service, as well as personal contact are employed to enhance communication with students and home.
- The core tenets of tolerance for others, self-control, a sense of fairness and the principles of natural justice are formally examined as part of the Religious Education programme in our school. These are continually consolidated in all other subject areas and in our daily interaction with each other.
- Students of St. Joseph's N.S. are continually and consistently encouraged to behave in a positive, respectful and responsible manner. This is achieved in no small part through adult modelling as well as the various programmes on offer in the school such as SPHE, R.E. Incredible Years and Restorative Practice and through the intervention of specialist supports such as Assistants Principals, the Home School Community Liaison, S.C.P. and Family Support Workers.
- Issues such as Bullying, Racism, and Harassment, Violence, etc. are openly discussed and explored with the students during their time in our school, through a variety of fora such as KiVa, the R.S.E. programme and during anti-bullying week.
- Positive Contributions to the school are encouraged, acknowledged and rewarded in numerous ways such as school representation and pupil leadership, Student Council, formal recognition of Student of the Month at Assemblies and Student of the Year at Graduation, display of student work, verbal and written affirmation by Senior Management, individual and class awards, participation in internal and external competitions, school reference and so on.
- Adult supervision at break-times and lunchtimes assists in detecting, sanctioning and reducing inappropriate behaviour. Equally the presence of CCTV acts as a deterrent.
- Students are aware of the systems in place to deal with inappropriate behaviour e.g. Time out, removal from play etc.

Rewards & Incentives

The following are some examples of rewards and positive reinforcements employed in St. Joseph's N.S.

- Proximal praise
- Acknowledgement in formal reports sent home at Christmas and Summer
- Appointment to leadership , Student Council

- Commendation at Annual Awards Ceremony
- Commendation at Assembly
- Commendation in reference
- Display of student work
- Participation in various activities
- Positive note home to parents/guardians
- Positive postcard home
- Positive recognition by Deputy Principals/Principal
- Positive recognition by staff, Assistant Principals, class teachers and SNA's,
- Class Treats
- Behaviour award certificates

Strategies & Sanctions

While every effort is made to address issues of behaviour in a positive and supportive manner, it is important for the overall effectiveness of the school that there are clear consequences to behaviour that is deemed unacceptable. Sanctions may include the following. These are designed to minimise the disruption to teaching and learning and framed within the Mission Statement of St. Joseph's N.S. Moreover, the emphasis is on remediation rather than being strictly punitive.

- Nonverbal interventions.
- Verbal reprimands from teacher/staff member.
- Referral to Assistant Principal
- Entry in Yard Diary.
- Parent informed.
- Time in another class / possible detention
- Referral to S.C.P.
- Meeting with parents/guardians
- A contract of Behaviour may be introduced and home time at lunch time, if issues centre on yard behaviour.
- A Behaviour Plan may be introduced.
- A student may be formally met by Assistant Principal, where behaviour is discussed, documentation examined and recommendations made.
- A student may be given a time in another class
- A case may be referred to the Board of Management
- In serious instances of misbehaviour, a student may be suspended in accordance with the School Policy on Suspension & Expulsion.
- In the case of serious recurring behaviour or an incident of gross misbehaviour, a student may be expelled in accordance with the School Policy on Suspension and Expulsion.
- **Students may be excluded from activities organised by the school for breach of the Code of Behaviour.**
- **The Principal and the Board of Management reserve the right to have the final say in all matters relating to Discipline.**

St. Joseph's N.S. RULES

- **Alcohol/Illegal/Harmful Substances:** Possessing and/or consuming alcohol on the school premises, in school uniform or at any occasion or event organised by the school is strictly forbidden. Any breach of the school's Policy on Substance Use may lead to referral to the Board of Management and sanctions may include expulsion.

- Possessing and/or using illegal drugs and/or misusing harmful substances on the school premises, in school uniform or at any occasion or event organised by the school is strictly forbidden and any breach of the school's may lead to referral to the Board of Management and sanctions may include expulsion.

Attendance & Punctuality:

- Regular and punctual attendance is crucial for effective progress and for academic achievement in school. It should also be noted that under the Education (Welfare) Act 2000 there is a statutory obligation to attend school and the Principal is legally required to inform the National Educational Welfare Board when absences of more than 20 days in a school year occur.
- School hours are from **8:50am to 1.40pm Infants & 8:50am to 2.40pm (1st – 6th)**
- Students are expected to attend school every day and to be punctual and regular in attendance.
- Casual absences are discouraged. It is critical that students commit to regular and punctual attendance. All students are expected to be in line in the yard at 9am.
- Absences must be explained by on the Aladdin Connect app. Parents are requested to inform the Principal if a pupil is going to be absent for a prolonged period. Under the Education Welfare Act non-attendance at school may lead to prosecution. Parents will be formally notified if a student's attendance is causing concern. The School is obliged to inform the National Education Welfare Board of each student's attendance.
- Pupils who become ill during the day should report to the class teacher. Where necessary, contact will then be made by a staff member with a parent or guardian by telephone. For this reason, parents/guardians should ensure that the school has up-to-date daytime contact numbers.
- Please note that the school cannot administer medication/analgesia to students. Please see our Administration of Medicine Policy.

Participation in Class and Studies:

To ensure fairness and also to enhance the effectiveness of classes it is important that all pupils are aware of some key responsibilities in this regard.

St. Joseph's N.S. encourages and try to help students to have all the necessary books and materials for every class. If books are lost or damaged they must be replaced. All books and equipment must be maintained in good condition and free of all unnecessary markings. Homework will be appropriate and all students should do their best.

Every student is expected:

- To be nice to each other
- To treat other people (fellow pupils, teachers, non-teaching members of staff and visitors to the school) with dignity, respect and courtesy at all times.
- To greet teachers and other staff on corridors and on entering their classroom.
- To walk, not run on corridors and stairs.
- To queue in an orderly fashion on corridors.
- Never to use abusive or threatening language in verbal or written communications or in their use of IT or phone text media.
- Never to interfere with other's property or belongings. Theft will be viewed as a serious breach of the Code of Behaviour and may necessitate contact with the Gardaí.
- Fighting/physical aggression or any form of threatening behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.

- Not to engage in, or be complicit in, any form of bullying.

School Uniform:

St. Joseph's N.S. insists on high standards with regard to dress and appearance. When pupils wear the school uniform they are ambassadors for the school in the community. As such, they should take pride in their appearance and be aware of upholding the traditions and continuity that they represent.

Full correct uniform **must** be worn by every pupil coming to and going from school. Full school uniform must also be worn by students on School Outings or when representing the school or supporting School Teams.

The uniform consists of:

- Red jumper with crest
- Navy polo shirt
- Navy trousers or skirt

Bullying and KiVa Anti-Bullying Programme

As A Member of St. Joseph's N.S., you have **the right** :

- To live your life in peace and safety.
- To be an individual, proud of being unique.
- Not to be bullied.
- To say "no" firmly to anything you think is wrong.
- To protect yourself by ignoring others or by walking away.
- To tell your Class teacher or another member of staff if someone is causing you to be unhappy.

As a Member of St. Joseph's N.S., you have **the responsibility**:

- Not to put up with any form of bullying.
- To work actively with others to stop bullying.
- To inform a member of staff of any form of bullying.
- Not to be afraid of reporting any incidents. If you do nothing it might suggest that you are supporting bullying.
- Not to put up with bullies in your group of friends.
- To remember that St. Joseph's N.S. is a Catholic school deeply rooted in the teachings of Christ.

St. Joseph's N.S. is a KIVA school and does not tolerate bullying in any form at any level of school life. It is viewed as wholly unacceptable behaviour. This applies to every person who is in any way connected to the life of the school – student to student, staff member to student, student to staff member or staff member to staff member. The school has a detailed policy on the topic in place which is implemented assiduously. Some key elements of the policy are re-produced below.

Bullying is repeated aggression - verbal, psychological or physical conducted by an individual or a group against others, whether intentional or not. It can take many forms:

- Physical aggression
- Damage to property
- Intimidation

- Extortion
 - Abusive telephone calls, text messages or e-mails
 - Abusive/inappropriate postings on Facebook or on similar media/virtual fora
 - Name calling
 - Isolation or exclusion
- I. Any pupil who feels he/she is a victim of ongoing bullying should report the matter to any member of the school staff;
 - II. He/she will be spoken to by him/her class teacher, Assistant Principal or Principal;
 - III. All incidents will be formally noted and recorded;
 - IV. If the incident is deemed serious, the case will be referred to the Deputy Principal/Principal who will proceed in accordance with this school Policy
 - V. If a parent feels that the incident has not been dealt with satisfactorily, the following procedures are open to him/her:
 - The parent(s) may discuss the matter again with the Principal
 - If the matter is not resolved at school level, the parent(s) may refer the case to the Board of Management by writing directly to the Chairperson
 - As noted in the school Anti-Bullying Policy, any pupil who is upset, distressed, anxious or afraid is encouraged to speak to any member of staff at any time.

Monitoring and Reviewing the Code of Behaviour

Monitoring

Senior Management Team meets formally once a week and monitors the implementation of our Code.

Reporting

The Principal reports to the Board of Management on relevant aspects of the Code at each Board meeting.

Reviewing

The school's Code of Behaviour was created in consultation with and will be reviewed by the following groups/persons when deemed necessary:

- Parent's Association
- Student Council
- Educational Welfare Officer
- Staff
- School post-holders
- Board of Management

DETENTION POLICY

Rationale:

It takes parents, students, and teachers working together to ensure a safe and happy play time environment for all children. When children make poor behaviour choices on the yard we record them as follows

A		Bad language to staff
B		Bad language to other pupils
C		Defiantly disregarding directions from staff
D		Rough Play
E		Damaging school property

F		Other
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Administration

- It is important to note that only senior management can place a child on detention based on the best evidence collected from teachers and SNA who were on yard duty.
- Detention never applies to children who make poor behaviour choices in class.
- During detention the pupil is encouraged to take time to reflect on poor behaviour choices and then to choose a simple activity to promote well-being and a positive attitude.
- Detention takes place in the designated room / senior management office.
- Detention only occurs when the time-out strategy is exhausted

Procedures

- A text is sent to parents informing them that their child will be on detention the next day and asking for their support.
- If a child is placed on detention over three times in the course of 20 school days a formal meeting with parents /guardians will occur.

Communication

Dear Parents/Guardians,

As you know, it takes parents, students, and teachers working together to ensure a safe and happy play time environment for all children. I am sorry to say that _____ made poor behaviour choices while on the yard.

A		Bad language to staff
B		Bad language to other pupils
C		Defiantly disregarding directions from staff
D		Rough Play
E		Damaging school property
F		Other

Tomorrow your child will be withdrawn from the yard for both breaks to think about making good behaviour choices in the future. Please talk to your child about the poor choices made today. If you have questions concerning your child’s behaviour or this referral, please feel free to contact me or call in tomorrow morning. Please sign form below and return it to the school so we know your child has talked to you about poor yard behaviour.

Sincerely,
Ms. Roz, Principal

I understand this is a serious issue. I have spoken to my child about his poor yard behaviour.
Signed
Dated

IX. Suspension

Section 21 (4) of the Education (Welfare) 2000 Act requires that if a pupil is suspended for a period of not less than 6 days The Education Welfare officer shall be informed, by notice in writing. While the BoM has the authority to suspend, they have delegated this authority to the Principal together with either the chairperson of the BOM or in his/her absence the Deputy

Principal for periods of up to three days. Where the cumulative total of day's suspension reaches 6, the Child and family Agency will be notified.

The following procedures as outlined in the current Túsla (Child and family Agency, formerly NEWB) guidelines will apply:

- Investigation of the facts to confirm serious misbehaviour.
- Parents will be informed by phone or in writing about the incident.
- Parents will be given an opportunity to respond.
- If suspension is still decided upon the Principal notifies parent in writing of the decision to suspend. The letter should confirm.
 - a) The period of the suspension and the dates on which the suspension will begin and end.
 - b) The reasons for the suspension.
 - c) Any study programme to be followed.
 - d) The arrangements for returning to school, including any commitments to be entered into by the student and the parents.
 - e) The provision for appeal to the Board of Management or secretary general of the Department of Education and Skills (DES). (Only where the total number of days for which the student has been suspended in the current school year reaches 20 days.)

Factors which influence a decision to suspend are as follows:

- The nature, seriousness, impact and context of the behaviour.
- The interventions tried to date.
- Whether suspension is the appropriate response.
- Whether the pupil's behaviour has had a seriously detrimental effect on the education of other pupils e.g. shouting at teacher, being disruptive, refusing to work, not allowing others to work, taking up teacher's teaching time due to inappropriate behaviour.
- Whether the pupil's continued presence in the school at the time constitutes a threat to the safety of pupils/staff e.g. physical fights in school yard, leaving school premises without permission, serious consistent incidents of bullying or racism, use of bad language to any member of school community.

Gross insubordination

Gross insubordination towards a staff member is treated as a Gross Misdemeanour.

Gross insubordination in St. Joseph's is defined as "A wilful and deliberate failure of a student to obey a school staff member's direction/request during an aggressive incident.

As a Gross Misdemeanour it merits a two day suspension followed by a Care Meeting between pupil, parents/guardians and staff members.

X. Expulsion

The decision to permanently exclude a pupil from St. Josephs' National School will be made solely by the Board of Management (B.O.M).

Expulsion is a very serious step and is only taken in extreme cases of unacceptable behaviour and only after the school has taken significant steps to address the behaviour. These steps include the following:

- Meeting with parents and pupil to explore ways of helping pupil change his/her behaviour.
- Making sure that the pupil understands the possible consequences of the behaviour, (if it should persist).
- Ensuring that all other possible options have been tried.

- Seeking the assistance of support agencies e.g. National Educational Psychological Service (NEPS), Health Service Executive Community Services (HSE), National Behavioural Support Service (NBSS).

The grounds for expulsion and the factors which need to be considered are similar to those for suspension, however where expulsion is concerned the school will already have tried a series of other interventions including suspension which unfortunately haven't changed the pupil's behaviour. Expulsion for a first offence. The following kinds of behaviour may warrant such expulsion:

- A serious threat of violence against another pupil or staff member.
- Violence or serious physical assault.
- Supplying of alcohol / drugs.

Procedures in respect of expulsion

- A detailed investigation carried out under the direction of the principal.
 - Inform parents in writing of alleged misbehaviour, how it will be investigated and that it could result in expulsion
 - Give parents and students the opportunity to respond before a decision is made.
- A recommendation to the B.O.M. by the principal (see page 84 National Educational Welfare Board guidelines)
- Consideration by the B.O.M. of the principal's recommendations and the holding of a hearing. (see page 84 NEWB Guidelines)

- Therefore the Board will consider the following:

1. The behaviour of the pupil and the effect of that behaviour on the school;
2. The track record of the pupil up to the point of the precipitating issue or issues;
3. The attempts by the school at diverting, correcting and checking behaviour;
4. The merits of whatever mitigation is offered for the behaviour (contrition, any explanation that is offered for the behaviour and any response of the pupil to the school's efforts); and
5. The demerits of mitigation (lack of contrition, wilfulness, spite or an unwillingness to accept help).

- B.O.M. deliberations and actions following the hearing. (page 85 NEWB Guidelines)
- If B.O.M. is of the opinion that the student should be expelled, the Board must notify the Educational Welfare Officer (EWO) in writing, of its opinion and the reasons for this opinion. The intention to expel a student does not take effect until 20 school days have elapsed after Túsła have received written notification. The NEWB should be notified using a **Notice of Intention to Expel** form which is available on www.schoolreturn.ie or from their helpline (1890 36 3666). This form should be completed and sent to **Educational Welfare Services, Túsła - Child and Family Agency, Floor 4, Brunel Building, Heuston South Quarter, Dublin 8**
- Consultations arranged by the EWO.
- Confirmation by Board of Management of the decision to expel.

Appeals

Parents may appeal the decision to expel to the Secretary General of Department of Education and Skills. The appeals process under Section 29 of the Education Act 1998 begins with the appointment of a mediator. An appeal may also be brought by NEPS on behalf of the pupil.

XI. Agreement

Parents/guardians who apply to enrol their children will be given a copy of the school's Code of Behaviour. An agreement signed by the parents/guardians to abide by the Code of Behaviour must be returned in advance of enrolment.

The Board of Management of St. Joseph's National School acknowledges the support of all teaching and ancillary Staff and the Parents Council in the formulation of this code:

The following policies should be read in conjunction with this policy:

- Parental Complaints Procedure
- Anti-Bullying Policy
- Attendance Policy
- Child Safety Statement
- Risk Assessment Document
- Swimming Policy
- Field Trip Policy

The Board of Management of St Joseph's N.S. reserves the right, in consultation with the education partners to review and modify the Code of Behaviour Policy as necessary.

REVIEWED by school community Sept 2017

This policy was ratified by the B.O.M in October 2017 and it will be reviewed annually

This policy was reviewed by the Board of Management on March 5th 2019.

This policy was reviewed by the BOM on 8th December 2020

Sr. Joan Watters

Chairperson, B.O.M

Dr Rosalyn Morris

Principal / Secretary BOM