



## BUSH POST PRIMARY CODE of DISCIPLINE

### **Rationale**

In our school we value every student's right to a quality education in a caring, safe and respectful environment. We strive to encourage personal excellence and aim to help our students become the best they can be. Therefore, we have high and realistic expectations for our students.

Our code of conduct seeks to reflect and support these expectations. We seek to encourage self-discipline, respect and reason at all times. Our hope is that the code will be followed rather than imposed because it is understood.

Every effort is made to encourage and recognise positive behaviour:

- Positive verbal comments of praise and encouragement are given by teachers to students when the opportunity arises.
- Teachers may record positive contributions and note these in the homework journal for parental signature.
- An awards scheme is operated in the school which aims to give recognition to students' achievements in all areas and encourage excellence.
- All teachers have a pastoral role. In addition to this, teachers in specific pastoral roles of Class Tutor, Year Head, Counsellor and Home School Community Liaison Co-ordinator seek to support and encourage students.

The rules and sanction guidelines below outline expected behaviour and steps taken when a rule is breached. However, it should be understood that it is impossible to anticipate every single unsafe action in any given context. Therefore, the school reserves the right to vary these procedures and sanctions, taking into account the particular circumstances of incidents, the individual record of students, the health and safety of students, and the rights of other students to learn and of teachers to teach, in a safe and respectful environment.

### **Formal Procedures**

- Students must uphold the school rules at all times and ensure that school is a safe and happy environment where people can learn together. Misbehaviour of any kind (breach of school rules, disrupting the learning of other students or endangering others by one's behaviour) must be dealt with in a way that encourages the offending student to improve their behaviour.
- In addition to the sanctions listed in the following guidelines, the school has formal procedures that are designed to positively uphold and support the code of conduct.

They are:

- Detention.
- Lunchtime detention for breach of punctuality, behavioural issues or uniform rules.
- Students may be put 'On Report'.

- Students may be detained by subject teachers.
- Suspension.
- Expulsion.

## **Detention**

- Detention sets aside time in school where a student can make up for poor behaviour or lost learning time. It is intended that, as a result of detention, the student will learn to improve their behaviour.
- Detention will come about as a result of known or reported behaviour, or failure to follow class/homework procedures. The procedure which leads to detention are as follows:
  - Teachers will record misbehaviour in the students' diary and may refer the misbehaviour to the year head.
  - The subject teacher and/or year head will then decide if a detention is warranted.
  - Some breaches of school rules will lead to automatic detention
  - If there is a serious incident of misbehaviour, the school authorities may decide that an automatic detention or suspension is warranted.

## **Procedure to inform parents about detention**

- A note in the student journal will inform parents of the detention.
- Detention will usually take place at lunchtime each day and if warranted between 3.40-4.40pm on Friday afternoon. Advance notice will be given to arrange collection at 4.40pm

## **Behaviour during detention**

- Students will be required to study or undertake homework during the detention and use this time productively.
- Students may be provided with work should the supervising teacher deem it necessary.
- Behaviour during detention must be of the highest standard if a student is to learn from the experience.
- Any misbehaviour will result in additional sanctions being imposed. Depending on the nature of such behaviour, sanctions will be imposed which may range from:
  - Doing detention again
  - Evening detention
  - Suspension

## **Not presenting for detention**

- Failure to turn up for detention will result in additional sanctions being imposed.
- A student who fails to turn up for detention must produce a note from a parent explaining why they were absent from detention.
- The student will then take detention at a later date given by the subject teacher and /or Year Head.

## **Lunchtime detention for breach of punctuality**

### **Punctuality**

- Punctuality is essential if the school is to run efficiently. Arriving on time for class is vital if students are to benefit from class time. Arriving late for class disrupts the learning of others as the

teacher's attention is disrupted while dealing with the late arrival of a student. Punctuality must be taken seriously by students at all time of the school day. The practice of good punctuality will service students well both during their time in school and in their future workplace careers.

- If a student arrives late for class, they must have a valid explanation for their lateness and have a signed note if detained by another teacher,
- Students who persistently arrive late will take part in lunchtime detention / appropriate sanctions on a day assigned by the subject teacher Year Head, Deputy Principal or Principal.

## **Uniform**

The following procedure will be followed in the event of a student found to be in breach of the uniform rule:

- A documented warning may be given by Year Head / Tutor and a letter may be sent home.
- A written explanation from the parent will be sought to explain why they are not wearing their full uniform
- A 'uniform slip' may be given to the student excusing them from being out of uniform
- A note in the student's diary
- For persistent breaches, the student may be given a lunchtime detention.

## **Students put 'On Report'**

- Students may be put 'On Report' for unsatisfactory progress or behaviour, developing a pattern of not doing their homework or consistently forgetting their books, copies or materials.
- The decision to put a student 'On Report' lies with the Year Head in consultation with Tutors and class teachers.
- The student is given a report sheet by the Year Head. This sheet must be presented to the subject teacher at the beginning of each class. The teacher will write a comment on the student's behaviour / progress / organisation. The student is required to get the report sheet signed by a parent or guardian every evening and report to the Year Head or Tutor when requested.

## **Students detained by a subject teacher**

- Any teacher may keep a student in at break-time as a disciplinary measure as a result of a breach of school rules. This procedure is subject to the following conditions:
- The day, date, duration and reason for detaining the student must be noted in the Homework Journal, signed by the teacher concerned and countersigned by the parent.

## **Temporary Exclusion/Suspension**

- A student may be temporarily excluded by the school authorities, if necessary, for any transgression of good behaviour deemed to be sufficiently serious.

## **Permanent Exclusion**

- In extreme grave cases the Principal/Deputy Principal may initiate the recognised proceedings for permanent exclusion.

**This policy was ratified by the Board of Management on June 2<sup>nd</sup> 2015**