

# Policy No: 7

## Code of Discipline - Policy

### 1 Rationale

Our Code of Discipline is rooted in the School Mission Statement and places its emphasis on the educational and pastoral care needs of each individual pupil. Its objective is to provide a safe and productive environment for teaching and learning. Good behaviour will be rewarded and recognised by. The teaching staff through praise of students where applicable, but in particular by:

- School Honour Board
- Student Awards Scheme
- School Journal
- Announcements at Assemblies
- Newslink/ Yearbook

Sanctions (listed overleaf) will be imposed against offending students.

Our Code of Discipline is drawn up for the well being of all members of the school community.

### 2 Goals and Objectives

Our Code of Discipline will be administered in a manner that is consistent with the human dignity of the child. This Code of Discipline, together with our School Rules, outlines the standard of behaviour that shall be observed by each child

### 3. Policy Content:

**(i) Minor violations of rules include:**– no book for class, boisterous behaviour, lateness, cheek, littering, no homework, incorrect uniform, refusal to co-operate, etc.

**(ii) Major violations include:**- violent behaviour\*, malicious damage to property, stealing, verbal abuse, bullying, direct refusal to obey instructions, smoking, refusal to co-operate, use or possession of controlled drugs. These lists are not exhaustive and the school reserves the right to impose sanctions for other violations as it sees fit.

**\* Violent Behaviour:**

Violent behaviour between students is strictly forbidden. Any incidents of violent behaviour will be fully investigated by the relevant Yearhead/Deputy Principals/Principal. During the course of an investigation, it may be necessary to suspend some students temporarily. Incidents inside and outside school are of concern to the In School Management and Board of Management when considering or protecting the rights of students.

Appropriate sanctions will be imposed until the investigation is complete. The school reserves the right of staff to intervene physically, if necessary, to ensure the safety of pupils.

**(iii) Sanctions:-** shall be imposed which are appropriate to the misdemeanour committed, including:-

- (a) Verbal Reprimand
- (b) Note in Journal
- (c) Imposition of additional work
- (d) Referral to higher authority
- (e) Referral to Counselling
- (f) On Report
- (g) In house Suspension
- (h) Referral to Parents
- (i) **Detention:** Our school operates as part of its sanctions Lunch Time Detention. If Detention is imposed as a sanction,– the student and parent will be informed by letter and the student will be issued with a ‘Detention Stamp’ in his/her Journal.

Rules relating to Detention apply:

- (i) Arrive punctually
- (ii) No food/drink allowed
- (iii) No Talking
- (iv) The time should be devoted to study

Any misbehaviour will mean a repetition of Detention for another week.

- (j) Removal of privileges
- (k) Suspension/Expulsion

The sanctions listed above may be taken if a student is found to be in breach of School Rules. Parents of students or in the case of a student who has reached the age of 18, the student himself/herself, will be informed if they fail or refuse to obey school rules. This will be done by:

- (a) note in Journal
- (b) letter
- (c) meeting

**(iv) Suspension:**

Where suspension is considered, parents will be invited to the school to discuss the matter with the Yearhead in question. Failure to attend any such meeting will mean automatic suspension. Depending on the severity of the incident or the regularity of other breaches of rules, suspension of between 1 – 5 days will be considered. The Principal must ratify all suspensions. Any suspension may be appealed to the Board of Management. Any such appeal should be addressed to the Secretary Board of Management, Moate Community School. If the appeal is successful the suspension will be erased from the student’s record and an apology will be issued by the school.

Within a reasonable time from the date that the parent or student was informed of the decision and following the conclusion of any appeal procedures the parent of the child or a child over 18 years (in accordance with Section 28 – Welfare Act) may appeal that decision to the Secretary General of the Department of Education & Science and that appeal shall be lead by a Committee appointed under Sub Section (2).

(v) **Expulsion**

- Expulsion would only be considered as a last resort if it were the view of the management and staff that the pupil constituted a danger to the safety of other students/staff.
- Behaviour is consistently so poor as to render effective teaching and learning impossible if he/she remains in the school.
  
- A student may be expelled from Moate Community School only on a recommendation of the Senior Management, Principal and Deputy Principal
  
- The expulsion of a student on recommendation from the Principal to the Board of Management, must be ratified by the Board of Management following consultation with parents.
- Such a recommendation would come only following an exhaustive process involving management, staff and parents.
- Parents have the right of appeal.

**Appeal Procedures:**

1. Section 20 of the Education Act, 1998 gives parents (and students who have reached the age of 18) the right to appeal certain decisions made by a school board of management, or a person acting on behalf of a board, to the Secretary General of this Department.
2. The following decisions may be appealed viz:
  - (a) Permanent exclusion from school.
  - (b) Suspension for a period which would bring the cumulative period of suspension to 20 school days in any one school year, or
  - (c) Refusal to enrol.
3. Appeals must generally be made within 42 calendar days from the date the decision of the school was notified to the parent or student. Accordingly the school will advise parents of this right of appeal and associated timeframe when informing them of any of the above categories of decisions.
4. In brief, there are three layers to these procedures viz:
  - (a) Both parties will be asked in the first instance to see if an accommodation can be reached at local level;
  - (b) Should that fail, and where the Appeals Committee considers that it may be possible to facilitate agreement between the appellant and school, a facilitator will be appointed to contact the parties at the earliest opportunity.
  - (c) Finally, an appeal may be referred to hearing by an Appeals Committee established by the Minister for Education and Science.

(v) **Communication with Parents:**

Moate Community School attaches great importance to clear lines of communication with parents.(Ref: to Policy). Parents will be kept informed of a child's progress and

development at school by means of regular School Reports, Student Journal, Newslink, Yearbook, Letter to Parents, Telephone Communication, Parent/Teacher Meetings, Information Meetings, etc

**(vii) Property:**

Students are responsible for their own property. All valuables should be placed in the school lockers. The school cannot accept any responsibility for loss/theft of a student's property. If a student loses some of their property, they should report the matter to Reception. The school will not tolerate a student interfering with another student's property. Sanctions will be imposed and redress requested by the offending pupil. The school will confiscate any material which it considers not in the interest of good management. i.e. irrelevant reading material, mobile phones which are switched on. Any such material may be recovered from the teacher concerned by parents.

Management reserve the right to search a student's locker or school bags or may instruct a student to empty his school bags/pockets/locker. If such a request is issued, that person carrying out the search will be accompanied by another teacher.

**(viii) Substance Abuse:**

Every effort will be made by the school to provide information and advice to students on alcohol, tobacco and controlled drugs.- See Policy

**(ix) Bullying/Harassment:**

**Bullying/Harassment: 'Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others'. (Dept. of Ed 93)**

The Board of Management has a duty of care to its pupils and staff to provide a contented, safe and productive environment for both to work together to achieve the aims and objectives of the school. Our Code of Discipline prohibits all forms of bullying, harassment and sexual harassment.

Also our Code of Discipline in accordance with the equal status Act 2000 promotes equality and prohibits any type of discrimination, harassment and related behaviour. It prohibits discrimination on the grounds of gender, marital status, family status, and sexual orientation, religion, age, disability, race, membership of the travelling community. It requires behaviour that respects diversity across these areas.

All incidences of harassment across these areas, together with sexual harassment, should be reported to the Principal/Deputy Principal/Yearheads. These will be investigated and where appropriate, sanctions imposed to ensure no reoccurrences.

Our school will follow the Department of Education & Science guidelines on 'Child Protection'.

### **Formulation of Policy:**

This policy has been formulated following consultation with Principal, Deputy Principals, Yearheads, Tutors, Teachers, Parents, Board of Management and Students.

### **IMPLEMENTATION PROCEDURES**

Board of Management/Management will make all parents aware of this policy by:-

- At assemblies of year groups
- School Journal
- Policy publication
- Information Evening for parents

### **SUCCESS CRITERIA**

- (a) students/parents are fully aware of the procedures?
- (b) Is the procedure leading to an improved disciplinary environment?

### **MONITORING – Will be monitored at:**

- At Yearhead meetings
- Board of Management meeting

### **REVIEW**

Disciplinary procedures will be monitored on an ongoing basis.

# MOATE COMMUNITY SCHOOL

## CODE OF BEHAVIOUR

Our school has in position a behaviour policy that is proactive and is consonant with the ethos of a caring school. The teachers in Moate Community School base their work on the philosophy that each student is directed and helped to become the best person she/he is capable of becoming. In order to achieve this goal, the help and co-operation of parents is vital at all times to enhance the school's work and success with their children.

Problems arising concerning school should be discussed in a spirit of confidence and trust. Parents are always welcome to consult with the Principal, Deputy Principals and Yearheads concerning their children. This should be done during school hours and by appointment. Our School must be supported in its effort to strike a balance between our investment of time in disruptive students and time invested in pupils who conform.

The following rules have been formulated so that parents, teachers and students can work together for the spiritual, intellectual, emotional, cultural and physical education of the young person.

In our school we have agreed to:-

1. HAVE RESPECT FOR SELF AND OTHERS :  
this includes :
  - (a) Recognising the rights of others e.g.
    - The right to grow as a responsible person
    - The right parents have to expect good results
    - The right the teacher has to do her/his work without having to constantly correct students for inattention.
    - The right each member of the class has to learn:  
therefore the class should not be disturbed, nor anyone deprived of that right.
  - (b) Behaving in an orderly manner:
    - (i) The door at front entrance of school is reserved for staff and visitors and should not be used by students at any time.
    - (ii) Students should move quickly and quietly, keeping to the right in single file on the stairs, corridors and doorways.
    - (iii) Disruptive behaviour on corridors or in class will not be tolerated.
    - (iv) Lockers should be visited prior to 9.00 a.m. and during breaks only.
  - (c) Not bullying any other person:  
Bullying, rough conduct, name calling, isolation or any other form of intimidation of students by other students is totally unacceptable and will be severely dealt with. The use of bad language will not be tolerated. If you think you are being bullied talk to your Class Tutor or Yearhead or a member of the anti-bullying team. Remember that silence is the bully's greatest weapon.
  - (d) Being a team player:  
Student Council: We encourage students to take part in the development of school policies and procedures. Each year a new council is formed and elected members liaise with class captains from each year group.  
Prefects: Transition Year and 5th Year students can apply to become a prefect. Prefects help in the day to day running of the school.

Games Committee: TY, 5th & 6th Year students can become Games Committee Members helping to organise and supervise lunchtime sport activities.

Student Mentors: Members of TY & 5th year can become part of our mentoring programme. Mentors give peer support to junior members of the school community.

Participants in all the above programmes are highly valued members of the school community. They deserve the respect and co-operation of all.

## 2. RESPECT FOR THE ENVIRONMENT WE LIVE IN:

### Smoking:

In accordance with the Public Health (Tobacco) Amendment Act 2004 – Smoking is not allowed in the school, the school grounds or the school environs at any time, or while a student is involved in school related activities. Students violating this rule will have sanctions imposed.

### Litter:

Students are expected to keep classroom, corridors and school grounds free from litter. Litter is a health hazard.

Tippex, chewing gum, mp3 players, laser pens, aerosols and offensive weapons are forbidden in the school at all times.

Mobile phones. As the ownership of Mobile Phones increases, it has been noticed that many students are bringing them in to school. While recognising their uses, especially in emergencies, the school authorities believe that they can act as a major distraction in the class-room environment and beyond. It is strongly recommended that students do not bring mobile phones to school.

Failing that, the following is the school policy regarding mobile phones:

All mobile phones to be switched off at the gate before students enter school.

If any mobile phone rings during class or co-curricular activities, it will be confiscated and returned at the end of term to student or collected by parents at an earlier date on the understanding that it will not be brought back into school.

Because of their size, mobile phones can be easily lost/misplaced/concealed so the school takes no responsibility for missing phones.

Any student found a reported to be using the camera of their mobile phone at any time will have their phone confiscated and severe sanctions taken up to and including expulsion.

Any parent wishing to contact their son/daughter urgently should ring the main school number and messages can be passed on.

The Department of Education & Science regulation states that for Leaving and Junior Certificate exams, that a candidate is liable to have his/her whole examination (in all subjects) cancelled if he/she brings into the exam hall or has in his/her possession a mobile phone. Students who damage school property and equipment may either have to replace or repair the property.

The possession, use or distribution of alcohol or other illegal substances while in school or on school outings is not permitted and will result in immediate suspension.

## 3. DRESS AND APPEARANCE:

In the interest of overall appearance of pupils as individuals and as a group, full school uniform is to be worn in the school at all times and at all school functions. This includes occasions such as public and house examinations.

Student Uniform consists of the following:

1. Crew neck navy jumper with school crest
2. White shirt/blouse
3. Navy uniform trousers for boys
4. Navy check uniform skirt for girls
5. Dark coloured shoes – for health & safety reasons, these should be non slip.
6. Navy uniform waterproof /fleece jacket.

The school uniform is available from Walshes (The Irish House) Main Street, Moate, and Cochranes, Main Street, Moate.

Students may wear sports gear strictly for the duration of sports activities only.

Any one of the following will apply where there is any deviation from the wearing of full school uniform:

- Parents will be contacted and asked to bring in the correct uniform, when the student reports for school
- Permission will be sought for the student to go home to collect the uniform

- The student will be provided with the correct uniform by the school attendant, which they must wear,  
In house suspension will apply, during which the student will follow a study plan for normal timetabled classes.

Students are expected to be neat and tidy in dress and appearance. Excessive use of hair colouring and make-up is forbidden. The only jewellery allowed is watch, a ring, a chain and a pair of ear studs for girls. A watch and ring for boys. Any other rings/clips are not allowed on the ear; nose stud(s) or rings on any other part of the face/body are not allowed.

The School Authorities are the judges of acceptable standards of dress and hairstyles. The wearing of the school uniform contributes a lot to the atmosphere of order, discipline and respect in the school and it is essential that parents ensure that students are not negligent in this matter.

#### 4. ARRIVAL AT SCHOOL:

The school will be opened to cater for pupils arriving on the early bus. All students should be in school at 8.55 a.m. Students arriving after that time should report to reception with their journal. A 'late stamp' will be placed in the blue pages. Otherwise the student will be marked absent for that day. A note of explanation should be given to the Deputy Principal/ Yearhead/ Tutor. Students who wish to leave school during the day must have the 'Request for Permission' note signed by their parents. The journal will then be stamped at reception on departure. On a periodic basis, parents will be contacted by a Webtext on absences from school.

#### 5. Class times

Students are requested to be punctual for all classes, so as to prevent disruption of class and to maximise learning time.

	Monday to Thursday	Friday
1.	9.00 – 9.40	9.10 – 9.50
2.	9.40 – 10.20	9.50 – 10.30
3.	10.20 – 11.00	10.30 – 11.10
<b>BREAK</b>	<b>11.00 – 11.15</b>	<b>11.10 – 11.25</b>
4.	11.15 – 11.50	11.25 – 12.00
5.	11.50 – 12.25	12.00 – 12.35
6.	12.25 – 1.00	12.35 – 1.10
<b>BREAK</b>	<b>1.00 – 1.40</b>	<b>1.10 – 2.10</b>
7.	1.40 – 2.20	2.10 – 2.50
8.	2.20 – 3.00	2.50 – 3.30
9.	3.00 – 3.40	

On Friday class commences at 9.10 am and finishes at 3.30 pm

6. **LUNCH TIME:**  
Canteen facilities including healthy options are available in the new deli for all students. Students from the town who wish to go home for their lunch must have the necessary form completed and signed by parents.  
A lunchtime pass will then be issued. Students must carry this pass with them at all times during lunch break. Responsibility for any accidents or incidents resulting from this will fall on the parents. Students are encouraged to participate in school activities, which are organised at lunchtime.
7. **TOILET PROCEDURES:**  
Students are requested to use the toilets before and after school and during break times. During class time the following will apply:
  - Students should ask the teacher for permission to go to the toilet.
  - If permission is granted, the teacher will write 'TP'/time in the student's journal.
  - The teacher will then give the student a Key for the toilet which must be given back on return.
  - Students should not allow access by other students to the toilet while they are there.
8. **INSURANCE:**  
While every reasonable precaution will be taken, the School Management accepts no responsibility for loss or damage to a pupil's property. School Insurance does not cover loss or damage to jackets or bicycles. Bicycles should be securely locked to the bicycle rack. Large sums of money and valuable items should not be brought to school.
9. **AFTER SCHOOL PROCEDURES:**  
After school, all students should leave the school premises. Only student involved in games, extra class or evening study should remain.
10. **BETWEEN SCHOOL AND HOME:**  
The conduct of pupils on their way to and from the school is as important as within the school. Students are reminded to behave in a mannerly way on the road and in the bus. Only students waiting on school buses should loiter at the school gate after school. The school reserves the right to impose in-house sanctions if a pupil's activities outside the school have a detrimental effect on the pupil's behaviour or academic performance in school or on the well-being of any other pupil in this school.
11. **EXTRA CURRICULAR ACTIVITIES:**  
The involvement of all students in extra curricular activities (sports, debating, choir, excursions, etc.) is strongly encouraged as it is considered an essential part of the educational programme in our school. Students may only attend school activities at venues away from the school either by the mode of transport provided by the school or with their parents.
12. **HEALTH:**  
The Principal and Deputy Principals should be informed of any students illness or physical ailment which might affect her/his performance in class or should be noted by those taking extra-curricular activities.

Students who request to be exempt from PE class on a permanent basis must submit a medical certificate. Students should report an accident(s) immediately to the teacher in charge. Medicines of any kind will not be administered by the school. Any student taking prescribed medication should inform the Principal and Deputy Principals.

13. **INTERNET USAGE:**  
Our school's Internet Acceptable Use Policy is explained to all students and must be adhered to. It is available for viewing on the schools website and by request from the school.
14. **SANCTIONS:**  
If a student disregards school regulations 'in house' sanctions will be imposed. If there are no improvements parents will be consulted. Major violations may be punished by immediate suspension by the Yearhead in consultation with the Principal and Deputy Principals. Major violations include:
  - Violent behaviour
  - Bullying
  - Malicious damage to property
  - Stealing

- Verbal Abuse
- Direct refusal to obey instructions
- Smoking on school premises or grounds.

School reserves the right to withdraw school privileges from any student with a poor disciplinary record, i.e. school tours, school trips, etc.

This list is not comprehensive and the school reserves the right to impose sanctions for other violations which it considers serious.

Note: Parents/Guardians and students are asked to note that it is not possible to detail every little rule and regulation governing one's behaviour at school. Each student is accepted into the school on the understanding that she/he will comply with the school rules detailed above. School Authorities reserve the right to resign responsibility for any student who is disruptive or who is not amenable to school policy and regulations.

I agree that the school rules are acceptable and will support the school in upholding the standards set therein:

Parent/Gaurdian's Signature:..... . Date:...../...../20.....

Emergency Contact No.:.....

Student's Signature:..... Date:...../...../20.....

**PLEASE BRING THIS JOURNAL TO THE PARENT/TEACHER MEETING**

Replacement journals will only be issued to students on receipt of an explanatory note from parents and at an additional cost of €10•00.

We the undersigned,

Parent/guardian of \_\_\_\_\_

Grant permission to Moate Community School

To photograph our son/daughter, either alone or together with others and to use the image in school publications, on the school website and/or for promotional purposes in local newspapers.

Permission is granted subject to an undertaking that the privacy or integrity of our son/daughter's image will be respected at all times.

Signed : \_\_\_\_\_

Date : \_\_\_\_\_