



Code of Discipline:

Vision

Our vision is developing young minds into outstanding global citizens.

Mission

Our mission is to equip young learners with values, creativity and confidence to succeed by fostering a culture of lifelong learning and aspiration to contribute in all human endeavours as global citizens.

Ethos

Our belief is that our school will nurture the innate abilities of each learner to become outstanding global citizens through providing stimulating environment and challenging opportunities, appropriately.

Aims

As staff our aim is to create a happy, supportive and secure environment for all our learners, within which there is a sense of good order, effective teaching and an agreed approach to discipline.

These sentiments are contained in 7 Core / Golden rules for our school listed as follows.

1. I will be gentle—I will not hurt anyone.
2. I will be kind and helpful—I will not hurt people's feelings.
3. I will be honest—I will not hide the truth.
4. I will listen—I will not interrupt.
5. I will look after property—I will not waste or damage things.
6. I will work hard—I will not waste time.
7. I will say sorry-when I misbehave.

The emphasis in The School is on the positive. Our catch phrase is “catch them doing good”. Positive reinforcement is our emphasis and not sanctions/punishment. At all times we would stress that it is the undesirable behaviour and not the child, which is being rejected. Improvement is our goal.

Principles of discipline policy.

If the school is to achieve a happy, supportive and secure environment in which children can develop to their full potential, it is necessary to provide a framework, which promotes constructive behaviour and discourages unacceptable behaviour. The aim is to ensure that the individuality of each child is accommodated while acknowledging the right of each child to an education in a relatively undistruptive environment. The school code places a greater emphasis on rewards than on sanctions, and the ideal is that students will acquire self-discipline. There are times however when it may be necessary to impose sanctions in order to maintain good order and to discourage un acceptable behaviour

Good behaviour will be praised and rewarded. Unacceptable behaviour will not be tolerated.

Behaviour has been subdivided into these main areas.

- ³⁵/₁₇ General School behaviour.
- ³⁵/₁₇ Classroom/ corridor behaviour.
- ³⁵/₁₇ Playground behaviour.
- ³⁵/₁₇ Out of school trips/ school tours etc.

General School Behaviour

³⁵/₁₇ Bullying or being a party to bullying will not be tolerated under any circumstances. See anti bullying policy at the end of this document.

³⁵/₁₇ Students should be in school on time. The school day is from 7.30 to 3.30.

³⁵₁₇ No student should leave the school without the expressed permission from the principal. Students +who leave early for dental appointments etc should be collected in the school by parents and should be signed out by a parent or signed in by a parent when returning to school.

³⁵₁₇ Following all absences, the parent should sign the appropriate note in the homework journal. Absences of more than 20 days will be reported to The Welfare board.

³⁵₁₇ Full school uniform is to be worn on all stipulated days.

³⁵₁₇ The instructions of all staff are to be obeyed at all times.

³⁵₁₇ School property is to be respected and any deliberate damage to same must be paid for.

³⁵₁₇ Students in Fairview Secondary School are to be truthful and honest.

³⁵₁₇ All students are to help keep the school clean and litter free.

³⁵₁₇ Students are to enter and exit the school in an orderly fashion.

³⁵₁₇ Any type of threatening behaviour is unacceptable.

Sanctions:

On the spot verbal correction to be given by any staff member to any child found to be misbehaving e.g. walk please.

Corridor rules:

1. I will always walk quietly, never run.
2. I will let adults pass.
3. I will not push or shove in the line.

Classroom rules:

1. I will sit on my chair and do my work.
2. I will listen. I will let others speak.
3. I will always walk and never run.
4. I will help to keep a tidy classroom.
5. I will use the toilet properly and wash my hands.
6. I will be kind and helpful and not hurt other people's feelings

The following are the sanctions, which may be used to show disapproval and to discourage unacceptable behaviour. Any of the following may be used in any order depending on the behaviour.

1. Gesture warning—look, whisper.
2. Verbal warning.
3. Time out---time out chair/ table
4. Note in homework journal
5. Loss of privileges
 - (a) Loss of video/ treat
 - (b) Loss of playtime in class
 - (c) Shortened playtime in yard
6. Extra written work
7. Principal informed- principal speaks to class regarding what is good behaviour
8. Principal informed----students are spoken to individually.
9. Principal informed— parents/guardians are requested to attend meeting.

Yard rules:

1. I will walk quietly in my line to and from the yard.
2. I will let others join in my games.
3. I will be gentle. I will not push, kick, punch or injure any child/teacher/supervisor.

4. I will not re-enter the school during break time without the expressed permission of the teacher/supervisor.
5. I will do what I am told when I am told.
6. I will not use bad language or call names.
7. I will be fair.
8. I will freeze and be silent when I hear the bell.
9. I will walk to my line when the teacher/supervisor calls my class.
10. I understand that I am not allowed to remain in my classroom at break time unsupervised.

Rewards for good behaviour.

Rewarding good behaviour is a very important part of our Code of discipline. The following strategies may be used to reward good behaviour.

1. Note in pupil's notebook to convey messages of approval from teachers.
2. Other treat at teacher's discretion.
3. A points "stars" table is kept on a class-by-class basis noted as class points.
4. Some homework off if particular targets are achieved.
5. Extra privileges e.g. non-uniform day, dvd, extra P.E. /art/drama. etc.
6. Winning the Student Team Lead position for the week for academic excellence or Fairview Student Ambassador for the week for outstanding behaviour. At reward assemblies, deserving students win special awards.

Sanctions; any of the following may be used in any order, depending on the behaviour.

1. Gestured warning-- look/ whisper.
2. Verbal warning including advice on how to improve
3. Student walks with teacher during break time.
4. Temporary separation from peers. Student sits in designated area of the playground near supervisor.
5. Homeroom teacher is informed.
6. Student's name is entered into Yard notebook.
7. Student is reported to the team lead and the team lead cautions child.
8. Students parent(s) are contacted and behaviour is discussed.
9. Withdrawal of privileges or extra work is given.
10. Steps are taken e.g.
 - (a) Removal of student from yard/ detention.
 - (b) School may seek relevant assessment.
 - (c) A shortened day might be decided upon.

Out of school Trips/Tours, etc.

It must be noted that when taking students on trips the same standards of behaviour that apply in school apply when out of school.

³⁵/₁₇ The teacher/supervisor/guide/ bus driver must be obeyed at all times.

³⁵/₁₇ When travelling on buses or in cars children must be seated and belted at all times.

students who misbehave frequently may not be allowed to participate in school outings for their own safety and that of other pupils.

Note; although incidents of misbehaviour are recorded, the emphasis is on encouraging children to behave well and praise is given for commendable behaviour. Parents will be informed at an early stage if problems occur and not simply at the point where a crisis has arisen. At times, it is suggested by some parents that the matter to which their attention is being drawn to is of a trivial nature, and that there was no necessity to have informed them that their children were misbehaving. The response to this is that while the misbehaviour may appear to be of a trivial nature, it is the cumulative effect of such breaches of the rule, which is important, and not the offence itself.

Misbehaviour is seen to be made up of

³⁵/₁₇ Minor misdemeanours

³⁵₁₇ Serious misdemeanours

Minor misdemeanours:

1. Continuous talking.
2. Fidgeting.
3. Inattention.
4. Pushing and talking in the line.
5. Spitting.
6. Refusal to do work
7. Writing and passing notes
8. Name calling

Serious misdemeanours:

All minor misdemeanours when on a continuous basis.

1. Rough play causing injury.
2. Serious fighting.
3. Stealing from others/teachers.
4. Lying, dishonesty ongoing.
5. Disrespect.
6. Hitting or other aggressive behaviour (unprovoked).
7. Bad/ inappropriate language directed at someone.
8. Racist/tribalistic remarks
10. Biting.
11. Uncontrolled behaviour.
12. Incessant writing and passing notes
- 13 Any other behaviour not listed which the staff, principal, management deem to be a serious misdemeanour.

Disciplinary procedures for serious misbehaviour:

Stage 1.

1. Student's name and class recorded: nature of the incident is noted.
2. Report is given to the homeroom teacher (if incident occurs in yard)
3. Principal is informed
4. Sanction is given to student.

Stage 2:

If these incidents continue, parents will be informed,

Stage 3:

If misbehaviour continues, parents will be requested to come to the school to discuss the child's behaviour with the principal and homeroom teacher.

Stage 4

If a student misbehaves on a continuous basis, or if there is a serious incident of misbehaviour, it may be necessary to suspend the student. Procedures for the suspension of a student are as follows;

1. Parent is invited to discuss the matter with the homeroom teacher and the principal.
2. If suspension is being invoked, the parent is informed, and then confirmation of the duration of the suspension is provided in writing.
3. The maximum period of an initial suspension is three school days.
4. A special meeting of the school management is necessary to authorise a further period of exclusion up to a maximum of ten days to allow for consultation with the student's parents. In exceptional circumstances, the school management may authorise a further period of exclusion in order to enable the matter to be reviewed.

Anti- bullying policy

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or groups against others. Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing, it is bullying. It may manifest itself in many forms such as physical aggression, damage to property, extortion, intimidation, isolation, name-calling etc. At the centre of our school's response to bullying is the continued development of a positive school climate, which focuses on respect for the individual. It is an important element of school policy to raise the awareness of bullying as a form of unacceptable behaviour. Our anti-bullying school programme is taught in all classes throughout the school.

Procedures for Noting and Reporting an incident of Bullying Behaviour

1. All incidents of bullying in school will be investigated and dealt with by the teachers.
2. Serious cases of bullying behaviour by students are referred immediately to the principal.
3. Parents of victims and bullies will be informed earlier rather than later of incidents.
4. It is made clear to students that when they report incidents of bullying they are not telling tales but are behaving responsibly. It is important to counteract a culture, which may associate "telling" with "informing".
5. Encouraging a child to hit back is mistaken because it does not address the reasons for the bullying behaviour and it could also result in a child being seriously hurt in further incidents.

Procedures for Investigating and Dealing with Bullying

1. When investigating incidents of bullying behaviour, it is necessary to seek answers to questions of what, where, when, who and why?
2. If students are found to have been involved in bullying behaviour, it will be made clear to them that they are in breach of the Code of Discipline, and sanctions will be applied.

Work with victims and bullies

1. Low self-esteem is an attribute which victims and bullies share. It is necessary therefore to avail of opportunities to increase feelings of self-worth among victims and bullies. Victims may need counselling to participate in activities designed to raise their self-esteem and bullies may need counselling to help them learn other ways of meeting their needs without violating the rights of others.
2. Students who observe incidents of bullying behaviour should be encouraged to discuss them with their teachers.
3. Bullying is a societal problem and a whole community approach is needed to combat bullying behaviour. The school as a community is made up of management, teachers, non-teaching staff, pupils and parents, and the promotion of home/school/community links is a vital element in the countering of bullying behaviour.
4. The school's anti-bullying code is discussed regularly in each class and explained to the students.

Anti-Bullying Code

1. Every student has the right to enjoy his or her time in The School, free from bullying, both in school and on his journey to and from school.
2. Our school will not tolerate any unkind actions or remarks, even if these were not meant to hurt.
3. Students should support each other by reporting all instances of bullying.
4. Bullying is regarded as a very serious matter.

Monitoring/ Evaluating/reviewing

- ³⁵/₁₇ General discipline within the school will be reviewed regularly.
- ³⁵/₁₇ This Code will be reviewed at intervals to assess its effectiveness.
- ³⁵/₁₇ All members of the Staff own this policy.

ATTENDANCE & PUNCTUALITY

- (1) Students are expected to attend school regularly and punctually - parents/guardians and students should anticipate traffic and/or other difficulties and make the necessary adjustments
- (2) Students are expected to be on time for every class. On arrival in school students should proceed to their locker and get the necessary books, copies, materials, equipment etc. for the first two classes
- (3) Students should go immediately to Assembly once the first bell rings at 7.45 am Once Assembly concludes students should proceed to their first class.
- (4) The first class will commence once the second bell rings at 8.00am
- (5) As the end of break time and lunchtime approaches students should go to their locker and get the necessary books, copies, materials, equipment etc. for their classes
- (6) Students should go immediately to their class once the bell rings at the end of break time or lunch time.
- (7) Students are not permitted to use the bathroom between classes, except in exceptional circumstances – all students must obtain an ‘exit card’ from their subject teacher in order to go to the bathroom
- (8) Students must provide the completed absence slip from their parents/guardians in their homework diary on their return to school after an absence - parents will be contacted if there is query relating to the absence of any student
- (9) Students must attend all classes to which they are assigned
- (10) All students must remain on the school premises at all times during the school day unless permission is sought from and granted by the principal
- (11) Students must present a note to the principal between 9.00am and 9.30am from their parents/guardians if they need to leave the school premises during the school day - the note must state the time the student will leave the school and the expected time of return
- (12) There are only about 166 days in the academic year - parents/guardians are asked to bear this in mind when making appointments, taking holidays etc.- it is unacceptable and disruptive for pupils to be absent on a regular basis or to be taken on holidays during the school year and especially during end of term / end of year house exams
- (13) A full timetable is in operation EVERY day - parents/guardians will be notified in advance of any deviations that may occur from the normal routine
- (14) Students who have been given permission by the principal to leave the school premises during the school day must be ‘signed-out’ in the office before leaving the school premises and must be ‘signed-in’ again in the office if they return to the school premises during the same school day
- (15) Students who leave the school for an appointment with a doctor, dentist etc., must present the official appointment card when signing out
- (16) Students who leave the school premises during the school day for matches, competitions etc. must also be ‘signed-out’ in the office before leaving the school premises and must be ‘signed-in’ again in the office on their return
- (17) Under no circumstances should a student leave the school premises without getting permission from the principal and being duly signed out
- (18) The school will notify parents/guardians if a student has been absent for more than a day or if the school has a query regarding absenteeism

DRESS AND APPEARANCE

- (1) The FULL correct school uniform must be worn by all students on stipulated days (Mondays, Tuesdays, Thursdays) and during the examinations. Students may remove their school blazers when in the classroom or before going to the playground. Sport wears are for use on Wednesdays and Fridays.

- (2) The wearing of elaborate jewellery including but not limited to: ear rings, eye bars, chains, rings or anything else of that nature is forbidden on the school premises - it does not suffice to cover them. Beads are not allowed - a wrist watch may be worn
- (3) Parents/guardians are asked to ensure that their child/children do not wear such items to school
- (4) Students who breach this rule will have the item confiscated to be returned at a later date - students who refuse to hand over such items will be suspended from the school
- (5) Girls may not wear make-up; nail varnish or hair extensions and students may be asked to remove them immediately.
- (6) Hair must be clean, neat and tidy - boys' hairstyles must be modest and girls' hair must not be longer than their shirt-collar length. Longer hair should be neatly packed with an elastic band. Hair colouring or assorted hair styles are not allowed in the school. Girls' hair should be neatly and modestly braided.
- (8) Parents/guardians are asked to ensure that their child/children is wearing the full correct uniform before he/she leaves for school every day
- (9) If a student comes to school either with uniform or hair colours/styles that do not adhere to this uniform code, his/her parent/guardian will be contacted, he/she will be sent home on the day and will not be allowed to return to school until the situation is rectified.
- (10) Students are expected to present themselves in a neat and respectful manner at all times.

HOMEWORK AND STUDIES

- (1) Students must have all necessary books, copies and materials for every class, every day
- (2) All books, copies and materials must be maintained in good condition and free of all unnecessary markings
- (3) Homework is a valuable aspect of the learning process which contributes to the development of sound study skills, reinforces class work and promotes independent learning and creativity
- (4) Every student must have the school homework diary (communication book) in every class - the following only are communicated through the diary: homework, absence notes, permission to leave school notes, teacher comments, any other material relevant to a student's work, progress or behaviour
- (5) Homework must be recorded by the student for each class in the student's homework journal - teachers will regularly check students' homework diaries during classes
- (6) Parents/guardians should regularly check students' homework diaries and should sign them at the recommended times of the week or when requested by a teacher to indicate that they have checked its contents - appropriate and regular monitoring by parents/guardians will support students in reaching their potential
- (7) Students must ensure to bring home the correct books and copies to fulfil their homework requirements
- (8) All homework assignments must be completed, or at least attempted, every night
- (9) Where homework is not attempted/completed an explanatory note from a parent/guardian must be included in the student's homework journal and presented to the subject teacher before the commencement of the class
- (10) Students who fail to make an acceptable effort at classwork or homework may face sanctions from the subject teacher involved
- (11) Students who miss all or part of a class due to co-curricular activities e.g. games must make arrangements to get their homework and must ensure that this homework is completed for the next class in that subject
- (12) Students who continually refuse to do homework may face sanctions up to and including suspension.

MISCELLANEOUS

- (1) Students must not damage, remove from the school premises or deface school property, including desks, chairs and walls, school equipment and school toilets - this will merit serious sanctions and the student(s) responsible will be held responsible for the repair of the damage
- (2) The use of TIPPEX or any such product is forbidden by students
- (3) Chewing gum is not allowed on the school premises and grounds
- (4) Unruly or aggressive behaviour is not permitted on the school premises and grounds

(5) Bullying is regarded as a particularly important issue and will not be tolerated under any circumstances

(6) Eating along the corridor and other undesignated places will be strictly forbidden - students will have access to the school dining hall at break and lunch time

CODE OF BEHAVIOUR

(1) Students are expected to be mannerly and courteous at all times towards all members of staff, visitors to the school and fellow students.

(2) Students must behave in an orderly manner at all times - self-respect and dignity is very important and any student who is involved in inappropriate behaviour brings themselves and the school into disrepute

(3) Students should move from one classroom to another at the end of class as quickly and quietly as possible

(4) Students should enter and leave classrooms in an orderly manner

(5) Students may not leave any classroom during class time unless they have received an exit card from the subject teacher

(6) Students should walk and not run on the school premises

(7) Students should practice care at all times for the school environment, for school property and for the property of others

(8) Students are expected to practice a positive approach to order and tidiness and be conscious of their environment by disposing litter in the bins provided

(9) Students should practice good hygiene and have consideration for others particularly in toilet areas

(10) Students are expected to behave in a responsible manner on their way to and from school and must not bring the good name of the school into disrepute

(11) Students may not take part in end of term/end of year pranks - parents/guardians will be notified and the student's place in the school will be seriously questioned

SANCTIONS

• A range of sanctions may be imposed including punishment exercises, work which is designed to enhance the school environment, lunchtime detention, confiscations, temporary exclusion from class, suspension from the school and expulsion in cases of serious offences or persistent refusal to conform.

• A student may be brought before the Discipline Committee in cases of serious offences or persistent refusal to conform.

SICKNESS, ACCIDENTS, ILL HEALTH

• - Parents/guardians are asked to inform the school if a student is suffering from any long term medical condition which might require emergency medical treatment during school hours

• - It is of the utmost importance that the school has at least three contact numbers for parents/guardians in the event of a student becoming ill or having an accident

• - If a student becomes ill in school, a parent/guardian will be notified immediately – the student will return to class until collected by a parent/guardian or taken to hospital as authorized by parent/guardian.

AGREEMENT TO RULES & REGULATIONS

I/We have read and understand the code of behaviour and discipline for the secondary school and the requirements for the school uniform. I/We will co-operate fully with the School in the implementation of the above. I/We understand that each student must possess and use the school homework diary (communication book) and that this will be checked and signed by a parent/guardian on a daily basis.

SIGNATURE OF PARENT(S)/ GUARDIANS _____

STUDENT'S SIGNATURE _____

CLASS _____

ADDRESS _____

DATE _____

CONTACT NUMBERS OF PARENT(S) /GUARDIAN(S) _____

It is of the utmost importance that the school has at least three contact numbers for parents/guardians in the event of a student becoming ill or having an accident.

The Fairview Secondary School pastoral care team ratified this code of discipline.

Fairview Secondary School - Our Discipline