|  |  |
| --- | --- |
| Discipline for Learning  St. Benedict’s N.S., Ongar, Dublin 15 | Abstract  Information on Classroom and Outside the Classroom Rules, Sanctions, General Notes, Merit Stamps and Certificates and Rewards. |



**Discipline for Learning (DFL)** is the system we operate in St. Benedict’s N.S. to positively reinforce pupil’s behaviour. It aims to create a positive learning environment where pupils are motivated to make good choices regarding their behaviour and thus minimise disruption and enhance teaching/ learning time.

Our day to day DFL reward system is the main award system in place and the children receive treats, Lucky Dips & Certificates to reward good behaviour.

**DFL has three parts:**

* Rules
* Rewards
* Sanctions

Following is a summary of how it works.

**D.F.L. Programme**

***Contents* *Pages***

* D.F.L. package/materials 1
* Classroom and Outside the Classroom Rules 2
* Classroom sanctions 3 - 4
* Outside the Classroom sanctions 5 - 7
* Sanctions - Guidelines 8
* Rewards Agreement (Merit Stamps) 9
* D.F.L. Rewards 10 - 12
* Letters of Commendation 13

**D.F.L. Package:**

**Each Teacher will receive the following:**

|  |  |
| --- | --- |
| **Junior DFL packs** | **Senior DFL packs** |
| * D.F.L. Programme handbook * Yellow DFL hardback * The Classroom Rules (7 x A4 pages) * The Outside The Classroom Rules (6 x A4 pages) * 4 Red Cards * 4 Yellow Cards * Traffic Lights Chart: Gold, Green, Yellow (divided in 3) and Red laminated A4 pages   (Please see server for letter templates) | * D.F.L. Programme handbook * Yellow DFL hardback * The Classroom Rules (A3 poster) * The Outside The Classroom Rules (A3 poster) * 4 Red Cards * 4 Yellow Cards * Traffic Lights Chart: Gold, Green, Yellow (divided in 3) and Red laminated A4 pages   (Please see server for letter templates) |

**Other Materials:**

**Lucky Dip (you can make up your own but these are some suggestions)**

* No Written Homework (1 Subject only, **NOT** English or Maths)
* 2 Jobs (‘helper’ - Art - Setting up P.E. equipment etc.)
* 2 Messages
* Extra time on P.C.
* Captain during P.E./Choice of game in P.E.
* Extra library reading time
* Choice of music during Art/DVD at end of term.
* Extra DEAR Time.

**St. Benedict’s N.S. is a place for LEARNING - TEACHING - EDUCATION**

**In support of this:**

1. All pupils have the right to come to school, to be at school, and return home from school witho*u*t interference from any other pupil.

2. Pupils leaving the School Premises without permission will be automatically suspended.

3. All absences by pupils must be explained to the class teacher by a parent/guardian in person or in writing.

**CLASSROOM RULES**

**Junior Classroom Rules**

1. Kind hands, feet and words
2. Sit safely and quietly in your place
3. Good listening
4. Put up your hand
5. Do as you are asked
6. Wait and take your turn
7. Do your best!

**Senior Classroom Rules**

1. Pupils must be on time and wearing full uniform.
2. Homework must be completed.
3. Raise your hand to speak and listen when others are speaking.
4. Ask permission to leave your seat.
5. Respect everyone.

**Please display poster/chart of the set of classroom rules in your Class**

**‘OUTSIDE THE CLASSROOM’ RULES**

Note: Introduce these rules AFTER the Classroom rules.

**Junior ‘Outside the Classroom’ Rules**

1. Walk quietly in the corridors.
2. Kind hands, feet and words.
3. Play safely in your own yard.
4. Do as you are asked immediately.
5. Freeze when you hear the bell.
6. Line up safely and quietly.

**Senior ‘Outside the Classroom’ Rules**

1. Walk quietly in the corridors on the right.
2. Play safely at all times.
3. Do as you are asked immediately.
4. Freeze when you hear the bell.
5. Walk to your line safely.

Apart from teaching each set of rules, emphasise **“rule of the week”** (after rules are taught). This will be a whole school approach with a **“rule of the week”** being emphasised by Principal at the beginning of each week.

**SANCTIONS**

Behaviour checks/steps in your **Classroom** **IF** pupils do not follow the rules:

**Classroom Sanctions**

**Junior Classroom Sanctions**

**Step 1:** **Verbal Warning:** Teacher corrects pupil’s behaviour/action and draws attention to which rule has been broken. (NB to state “This is your verbal warning”)

**Step 2:** **Name moved** from green zone to yellow zone 1.

**Step 3: Time-out:** Pupil’s name is moved to yellow zone 2. Pupil works on their own at separate desk (time at teacher’s discretion). Infant teachers may use a timer for time-out. Pupil does not earn stamp for the day.

**Step 4: Yellow card:** Pupil’s named is moved to yellow zone 3. Pupil is sent to a different teacher (usually teacher next door) for half an hour with a yellow card. Name and action(s) logged in class teacher’s yellow book. Parents are informed through standard letter sent home by teacher.

**Step 5: Red Card:** Pupil’s name is moved to red zone. Pupil remains/returns to different classroom with red card. Reported to Principal/ Deputy Principal and details are logged in their red book. Official Letteris sent to parent(s) / guardian(s) co-signed by the Principal or a phone call to make an appointment to see the Class Teacher. **Teacher meets parent(s) / guardian(s) with deputy principal.**

(a) If a parent/guardian does not turn up or the problem is not sorted out, the Principal sends for the parent(s) / guardian(s).

(b) Principal meets with parent(s) / guardian(s) – problem is **resolved** or **possible** **suspension** may occur if the problem is not resolved.

**VERY SERIOUS** cases of misbehaviour (e.g. violent assault on a fellow pupil or a member of staff) may result in the child being automatically moved to **Step 6.**

At this point, upon investigation, **SUSPENSION** may occur.

**Senior Classroom Sanctions**

**Step 1:** **Verbal Warning:** Teacher corrects pupil’s behaviour/action and draws attention to which rule has been broken. (NB to state “This is your verbal warning”)

**Step 2:** **Name moved** from green zone to yellow zone 1.

**Step 3:** **Time-out:** Pupil’s name is moved to yellow zone 2. Pupil works on their own at a separate desk/ moves to a different desk. (Time to be decided at teacher’s discretion). Pupil does not earn behaviour in class stamp.

**Step 4: Yellow card:** Pupil’s name is moved to yellow zone 3.Pupil is sent to a different teacher (usually teacher next door) with work to do for half an hour with a yellow card. Name and action(s) logged in teacher’s yellow book. Parents are informed through standard letter sent home by teacher.

**Step 5: Red Card:** Pupil’s name is moved to red zone. Pupil remains/returns to different classroom with red card. Reported to Principal/Deputy Principal and details logged in their red book. Official Letteris sent to parent(s) / guardian(s) co-signed by the Principal or a phone call to make an appointment to see the Class Teacher. **Teacher meets parent(s) / guardian(s) with deputy principal.**

(a) If a parent/guardian does not turn up or the problem is not sorted out, the Principal sends for the parent(s) / guardian(s).

(b) Principal meets with parent(s) / guardian(s) – problem is **resolved** or **possible** **suspension** may occur if the problem is not resolved.

**VERY SERIOUS** cases of misbehaviour (e.g. violent assault on a fellow pupil or a member of staff) may result in the child being automatically moved to **Step 6.**

At this point, upon investigation, **SUSPENSION** may occur.

[](http://www.google.ie/imgres?imgurl=http://1.bp.blogspot.com/_EGX5yKmOvTA/TG6pfVmfDcI/AAAAAAAAAAc/TAPjZC_GDTU/S760/Clipart-Cartoon-Design-04.gif&imgrefurl=http://imgarcade.com/1/doing-school-work-cartoon/&h=360&w=360&tbnid=yI9Z885ZQ6YdgM:&zoom=1&docid=RQiNGTKyOxHAsM&ei=KojBVMWDHs_W7QbymYCgCQ&tbm=isch&ved=0CEUQMygcMBw)

**Indoor rainy day procedures follow the Classroom Rules, Rewards and Sanctions system.**

**‘Outside the Classroom’ Sanctions**

**Junior ‘Outside the Classroom’ Sanctions**

**Step 1:** **Verbal Warning:** Teacher corrects pupil’s behaviour/action and draws attention to which rule has been broken.

**Step 2:** **Time out area**: Pupil is asked to stand outside the playing zone on a painted spot for 3-5 minutes depending on class/age (teacher selects where).

**Step 3**: **Yellow card:** If the offence is repeated or any other rule is broken, the pupil receives a sticker (from designated SNA). They are placed on time out again for the remainder of the break. Pupil’s name must be logged in class teacher’s yellow book and they do not earn their merit stamp for the day. Name is moved to yellow zone 2 in the classroom traffic light system.

**Step 4: Red card:** Serious offences

What are ‘serious offences’?

**Examples:**

1. Continued defiance towards teacher (Persistently refusing to stand out).
2. Being abusive towards teacher, e.g. cursing at/physically striking teacher.
3. Serious fighting (fight has gone out of control, mob surround, very difficult for teacher to break up and/or disperse crowd).

**Procedure:**

**Generally, child is brought by the yard teacher to first aid bay.**

* Deputy Principal is sent for.
* Incident is recorded in DP’s red notebook.
* All above parties will liaise together to deal with the situation effectively.

**Please note – In very serious situations:**

Teacher may need immediate help from other yard teacher. (Whistle / sending a child over to the other teacher)

In case of emergency: First Aid teacher alerted to incident and calls secretary to help locate deputy principal/principal **immediately.**

**Remember: Incidents of this severity need to be logged in writing by yard duty teachers ASAP.** Details that must be logged:

1. Name of the child
2. A brief description of the incident.
3. Time and Date.
4. Teacher’s Signature

**Senior ‘Outside the Classroom’ Sanctions**

**Senior ‘Outside the Classroom’ sanctions differ from Junior School sanctions as there are no steps. Action/behaviour is categorised as yellow card behaviour or red card behaviour.**

1. **Yellow card**: Yellow card is shown to pupil and s/he remains in the Senior First Aid area for the remainder of the break. First Aid duty teacher must write pupil’s name on a sticker with date and brief description. This sticker must be given to the class teacher when collecting class from yard (ideally by first aid teacher). Sticker to be logged in class teacher’s yellow book. Pupil does not earn ‘outside the classroom’ merit stamp for that day.

**Examples of Yellow Card (Rough Play/Misdemeanours)**

* Making exceptional noise in the corridors.
* Not walking on the right hand side, particularly on stairwells.
* Not following instructions given by yard duty team.
* Purposely ignoring the yard bell and continuing to play.
* Not lining up safely.
* Throwing items
* Grabbing
* Pinch chasing
* Swearing
* Leaving the yard area without permission
* Disobeying the teacher(s) on yard
* Jumping on each other’s back/running/’shouldering’ into each other
* Kicking
* Name calling (other students)
* Spitting
* ‘Chinese burns’
* Tripping
* Dragging
* Lifting other children
* Disrespectful attitude
* Wrestling (of any kind)
* Playing in the nets

1. **Red card (Serious offences):** Generally, child is brought by the yard teacher to first aid bay.

* Behaviour ‘outside the classroom’ stamp will be immediately lost.
* Deputy Principal is sent for.
* Incident is recorded in DP’s red notebook.
* All above parties will liaise together to deal with the situation effectively.

Examples:

1. Headlocks
2. Deliberate kicking
3. Punching
4. Purposely spitting
5. Throwing stones
6. Head butting
7. Continued defiance towards teacher (Persistently refusing to stand out).
8. Being abusive towards teacher or fellow pupil e.g. cursing at/physically striking teacher/pupil.
9. Racial remarks
10. Serious fighting (fight has gone out of control, mob surround, very difficult for teacher to break up and/or disperse crowd).

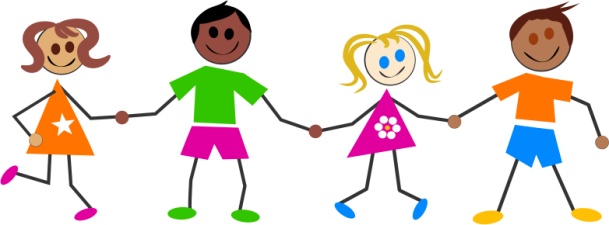
**Please note – In very serious situations:**

Teacher may need immediate help from other yard teacher. (Whistle / sending a child over to the other teacher)

In case of emergency: First Aid teacher alerted to incident and calls secretary to help locate deputy principal/principal **immediately.**

**Remember: Incidents of this severity need to be logged in writing by yard duty teachers ASAP.** Details that must be logged**:**

1. Name of the child
2. A brief description of the incident.
3. Time and Date.
4. Teacher’s signature

****

**SANCTIONS - GUIDELINES**

1. When a rule is broken, each teacher needs to be clear about what happens at each behaviour check.
2. Continued/repeated misbehaviour may warrant moving up a number of steps automatically, possibly to the highest, **Step 5.**
3. Move straight to final step for very serious misbehaviour.

Suggested criteria for very serious misbehaviour.

1. Deliberate continued defiance.
2. Verbal and physical abuse including sexist and racist remarks.
3. Deliberate damage to property.
4. Continued fighting when asked to stop.
5. Swearing, spitting.
6. Prohibited drugs/smoking.
7. Stealing.

5. Clause for special cases – Teachers need to clarify the level of flexibility/professional discretion, in cases of very disruptive children.

6. Special Needs Assistants /Support teachers **must** inform Class Teacher if a child misses a merit stamp whilst in their care.

**Bullying is addressed in our anti-bullying policy.**

[](http://www.google.ie/imgres?imgurl=http://www.clipartbest.com/cliparts/eai/e58/eaie58Gc4.png&imgrefurl=http://galleryhip.com/no-bully-clipart.html&h=1600&w=1600&tbnid=blUUg_aLBrKL7M:&zoom=1&docid=Au-vahjf4K5U9M&ei=bInBVNTiGMWz7gaQrYHoDw&tbm=isch&ved=0CIABEDMoVzBX)

**REWARDS AGREEMENT**

**Merit Stamps**

1. If a pupil is absent – **NO STAMPS**. This applies to senior school.
2. In the Senior school a pupil earns 4 merit stamps a day for:
3. Homework and Punctuality *(all homework must be completed* ***and*** *signed by a parent/guardian. Being late is defined as not being in the classroom after the classroom door closes. Children will not enter by Aisling’s office unless the gates are closed.)*
4. Uniform *(PE uniform is only acceptable on PE days, if pupil is partaking in sport or a note is given from parents/guardians. Earrings are not allowed to be worn.)*
5. Behaviour in the classroom
6. Behaviour outside classroom

**NB:** A child receives merit stamp if a parent / guardian has written a note explaining / apologising for any of the above situations.

If a child is sick / goes home early, s/he gets full stamps, unless s/he has missed a stamp earlier that day).

Half days (School holidays): Pupil can still get stamp(s).

Learning Support Teachers should inform class teacher if a child misses a merit stamp whilst in their care.

In the case of teacher absence, the child receives stamp(s) unless the class teacher receives a bad report from the “supervising” teacher.

Special job can be given to your current student of the week to issue merit stamps in journals.

**SENIOR SCHOOL NOTE:** 4 stamps per day, 20 per week. Extra merit stamps in the journal can be given in cases of exceptional behaviour. These can be given by principal/deputy principal /visitors and class/support teachers.

**Merits Lost in Senior school when:**

1. A pupil is late (This is defined by a pupil not being present in the room when teacher closes classroom door).
2. Journal **NOT** signed (This is included in the homework merit)
3. Full uniform not worn
4. Homework not done or not completed. This includes learning homework.

**Useful key to write in Journal:**

**L** LATE

**JNS** JOURNAL NOT SIGNED

**U** FULL UNIFORM NOT WORN

**H/WK** HOMEWORK NOT DONE, OR NOT COMPLETED

**Counting merits (Senior school):** To keep track of running totals and hopefully cut down on hassle when counting for certs/rewards, teacher have the option of keeping a ‘Grid like' Class List. The weekly totals of merits should be recorded by the class teacher every week. All weeks will be numbered and dated. List to be kept by the class teacher.

**D.F.L. REWARDS**

Pupils receive rewards when they reach the following targets.

**Junior School: Please see rewards overleaf. Golden zone may be rewarded as desired.**

**3rd – 6th class: 125, 250, 375, 500 (increments of 125) merit stamps**

**Class based reward merit system**

Each class has a class reward grid. This is based on group effort and whole class rewards. The grid has 40 boxes. It is at teacher’s discretion how often they reward the class as a group e.g. 20 class stamps = DVD, 40 class stamps = extra yard time etc.

**Suggested ideas for recognising good behaviour and effort:**

*(This applies to individually and/or whole class)*

1. Give the child public / private praise.

2. Friendly gesture of acknowledgement.

3. Prepared commendation letter to parents (see pack).

4. Letter to parents/guardians.

5. Certificates or merit awards. *(Prepared OR children design their own certificates - art competition Can be modified on computer.)*

6. Stickers.

7. A privilege, loan of special book, etc.

8. Time on P.C. or special activity.

9. Golden time.

10. Extra free time (yard) – lesson break (class)

11. Optional treat at the end of term.

12. Awarded ‘Pupil of the Week’.

13. Class outing.

14. Homework pass.

15. Lucky dip.

[](http://www.google.ie/imgres?imgurl=https://www17.corecommerce.com/~karenskidsstudio/uploads/image/Rewards%20Header.png&imgrefurl=http://www.karenskidsstudio.com/Rewards-Points.html&h=154&w=600&tbnid=UD417FrpMhoMIM:&zoom=1&docid=Y0DzGU8TjP9StM&ei=jYzBVKngGuuw7AaUo4DwBQ&tbm=isch&ved=0CHwQMyhTMFM)

**DFL rewards: (Some may overlap)**

**1. Daily:**

* Move to Golden Zone
* Merits.
* Public / Private praise.
* Friendly gesture of acknowledgement.
* Stickers.
* Lucky dip.
* Homework pass.
* A privilege, loan of special book, etc.

**2. Weekly:**

* Move to Golden Zone
* Time on P.C. / IWB or special activity.
* Golden time, pasta shells, marbles, etc.
* Awarded ‘Pupil of the Week’.
* Homework pass / credits.
* Prepared commendation letter to parents.
* Certificates or merit awards.
* A privilege, loan of special book, etc.
* Raffle / prizes.
* Extra free time (yard) – lesson break (class).
* Individual / group credits.

**3 . Monthly / Termly:**

* Certificates or merit awards (with homework voucher).
* Credits DVD / video.
* Class outing.

**4 . Yearly:**

* Certificates or merit awards.
* Raffles / prizes.
* Celebration – end of year party / assembly style.
* Optional Treat.

**Examples of Good Manners (Poster)**

* Saying “Please” and “Thank You”.
* Having respect for people - parents - teachers - visitors - peers
* Listening, not interrupting
* Saying “sorry” if you are in the wrong.
* Greeting people.
* Not using offensive language or calling people insulting names.
* Standing back to allow others by.
* Cleaning up after yourself.
* Smiling.



**Samples of Certificates / Letters of Commendation**

The following Certificates may be printed by teachers. Hard copy of these is also available in the DFL packs. There are also extra certs specific to rules in the DFL packs and saved on the server.

Certificates cover a variety of items including:

* Best student / boy / girl, of the week / month.
* Best behaviour / effort / homework done.
* Man / Lady of the Match.
* Punctuality / attendance.
* Least number of yellow cards etc.

**Letters of Commendation:**

Each teacher will receive a copy of each of the letters on headed paper (see pack). These can be photocopied when needed. They are also listed in this manual without the headed paper.

**Certificates and letters are available on the server in the DFL folder.**

[](http://www.google.ie/imgres?imgurl=http://www.clker.com/cliparts/L/R/B/f/H/v/reward-star-md.png&imgrefurl=http://www.teacherweb.com/PA/StMatthew/MissKerriChecchia-Room27/ap17.aspx&h=282&w=299&tbnid=JAhaW93F1rt0LM:&zoom=1&docid=ej2grzfkZGyIGM&ei=pI3BVP7pJu6t7AbT3YHYBg&tbm=isch&ved=0CG8QMyhGMEY)