

## MEÁNSCOIL GHARMAN –POLASÁÍ IOMPAIR (Bealtaine 2011)

### Luachanna na scoile agus an Polasaí Iompair:

Téann luachanna na scoile mar atá le feiscint san ethos go mór i bhfeidhm ar an gcineál iompair a lorgáítear sa scoil. Chun é seo a shoiléiriú tá cúig bun-phrionsabail ann a rialaíonn dearcadh na scoile i leith iompair.

1. Is í Gaeilge teanga na scoile agus labhrófar í an t-am ar fad ar scoil, thart timpeall na scoile, ar imeachtaí scoile agus déanfar iarracht í a spreagadh agus a láidriú an t-am ar fad.
2. Taispeánfar meas i gcónaí ar ‘gach duine i gcomhluadar na scoile.
3. Déanfaidh gach ball de chomhluadar na scoile a d(h)ícheall an méid aire, cuidiú agus tacaíocht ar féidir leo a thabhairt do bhaill eile de chomhluadar na scoile.
4. Déanfaidh gach ball de chomhluadar na scoile iarracht a c(h)umas a bhaint amach agus a t(h)allana a úsáid.
5. Déanfar iarracht páirt a ghlacadh i saol iomlán na scoile.

### Polasaithe eile bainteach leis an Polasaí Iompair

Bíonn baint ag na polasaithe eile seo leis an méid atá sa pholasaí seo:

- Polasaí Iontrála
- Polasaí Frith-Bhulaíochta
- Polasaí Gaeilge
- Polasaí ar Oideachas Sóisialta, Pearsanta agus Sláinte
- Polasaí ar Mhí-Úsáid Substaintí
- Polasaí ar Sláinte agus Sábháilteacht san Ionad Oibre

### Treoirínte Iompair

Tá an Scoil ag iarraidh atmaisféar a chruthú ina bhfuil meas ar ár dteanga agus ar ár gcultúr, ar an duine féin, ar an dtimpeallacht, ar an bpobal agus ar an gcreideamh. Chun an t-atmaisféar seo a láidriú, cuirfear béim ar iompair dearfach a mholadh in ionad pionós a ghearradh ar droch iompair. Seo an sórt iompair atá á lorg againn:

1. Meas i gcónaí ar gach duine i gcomhluadar na scoile.
2. Meas ar threalamh, ar fhoirgnimh agus ar thimpeallacht na scoile.
3. Meas ar mhaoin agus ar threalamh daoine eile i gcomhluadar na scoile.
4. Iarracht mhacánta i gcónaí i ngach rang agus ábhar.
5. Páirt a ghlacadh i saol iomlán na scoile.
6. Tinreamh agus poncúlacht.
7. Comhoibriú le chéile agus le húdaráis na scoile.
8. A bheith béasach, múinte agus cuidiúil i gcónaí.

## **Rialacha:**

Cé go gclúdaíonn na treoirlínte thuas formhór na dtéamaí maidir le cód iompair, tá gá ann fós le roinnt rialacha.

1. Caithfidh tú do dhícheall a dhéanamh i gcónaí ar scoil agus le d'obair bhaile.
2. Caithfidh tú teacht ar scoil gach lá agus in am do na ranganna go léir
3. Caithfidh tú teacht ar scoil ullamh i gcónaí do na ranganna. Ciallaíonn sin go bhfuil pinn, leabhair agus cóipleabhair agat agus trealamh speisialta mar shampla éide spóirt (corpoideachas), trealamh ealaíne (Ealaín) comhábhair agus aprún bán (Eacnamaíocht Bhaile).
4. Caithfidh tú meas a bheith agat i gcónaí ar na daltaí eile sa scoil.
5. Caithfidh tú meas a bheith agat, ar gach duine a bhíonn ag obair sa scoil agus treoracha na múinteoirí a leanúint i gcónaí ar scoil agus ag imeachtaí scoile.
6. Caithfidh tú teacht ar scoil san éide scoile ceart, glan agus néata. Ciallaíonn sin go caithfidh tú geansaí liath, léine bán, carbhat dearg, stocaí dubh liath, bróga dubha, sciorta na scoile, bríste liath agus seaicéad speisialta na scoile. Más maith leat scairf, hata nó láimhíní a chaitheamh, bídis dubh nó liath amháin. Tógfar rudaí ar dathanna difriúla agus seaicéad mícheart uait agus gheobhaidh tú ar ais é nuair a thagann an tuismitheoir isteach chun é a bhailiú
7. **Níl cead agat an scoil a fhágáil gan cead a fháil ar dtús ón bPríomhoide/ Leas Príomhoide nó an múinteoir atá i gceannas.**Má tá tú ag fágáil na scoile luath aon uair, síníonn tú leabhar taifeadadh san oifig. Tá cead agat an scoil a fhágáil luath má thugann tú nóta isteach ag míniú an fáth don mhúinteoir ranga. **Iarrann an scoil ar thuismitheoirí gan an dalta a thógáil amach luath i gcás práinne amháin.**
8. Má tá tú tinn ar scoil, nó i gcás práinne eile, agus má cheapann údarás na scoile gur cóir duit dul abhaile, rachaidh an scoil i dteagmháil le do thuismitheoirí.
9. Caithfidh tú dialann scoile a choimeád i gcónaí agus é a bheith leat i ngach rang, an obair bhaile go léir a scríobh ann, síniú do thuismitheoir a fháil ann gach seachtain. Caithfidh gach nóta díláithreachais a bheith sínithe ag an tuismitheoir agus caithfidh tú é a thaispeáint don múinteoir ranga agus aon mhúinteoir a lorgaíonn é.
10. Caithfidh tú an taisceadán a úsáid i gceart. Ciallaíonn sin go gcoimeádann tú néata é agus go dtéann tú chuig an taisceadán roimh an 1ú rang ar maidin i rith na sosanna agus ag deireadh an lae **amháin.**
11. Má tá tú ag fágáil ranga chun dul ag obair le múinteoir eile, nó go dtí cleachtadh nó cluiche spóirt caithfidh tú cead a fháil óna múinteoirí a bheadh agat nuair a bheidh tú as láthair. Caithfidh tú an obair a dhéanamh don rang sin freisin.
12. Níl smideadh ceadaithe.
13. Tá seodra teoranta do fháinne beag nó “stud” cluaise amháin i ngach cluas agus fáinne amháin ar gach lámh.
14. Tá cosc iomlán ar dhruaí mídhleathacha, ar thabac, ar dheochanna mheisciúla, ar shubstaintí baolacha a thógaint nó a bheith ag an dalta ag am ar bith ar scoil, nó ag imeachtaí scoile. Níl cead agat a bheith in éineacht le duine atá ag briseadh an riail sin ach oiread.
15. Tá cosc iomlán ar ghuthán póca, gléasanna ceoil soghluaiste, cluichí leictreonacha, ceamara a úsáid aon am ar scoil gan cead ó mhúinteoir.
16. Tá cosc iomlán ar ghuma coganta.

## **Duaiseanna agus Smachtbhannaí**

Tabharfaidh an scoil aitheantas do dhaltaí agus ranganna a chomhlíonann na treoirlínte go sásúil sna bealaí seo a leanas:

- duaiseanna (ranga agus aonair) reathúil
- scéim scoláire na bliana
- teastaisí (m.sh. teastas tinrimh, teastas poncúlacht srl)
- turasanna (m.sh. go dtí an phictiúrlann)
- moladh agus aitheantas poiblí (m.sh. ag tionól, i nuachtlitir srl)
- oícheanta gan obair bhaile
- imeachtaí bhreise
- cárta gorm do dhaltaí a thuilleann aitheantas speisialta

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**Má sháraíonn dalta treoirlíne nó má bhriseann sé/sí rial, cuirfear an córas seo a leanas i bhfeidhm:**

### **Mionsharú rialacha**

1. I gcás mionsharú rialacha scríobhfaidh an múinteoir nóta i do **dhialann**. Déanfar taifeadadh den nóta sin sa leabhar taifeadadh sa seomra foirne.  
**Seo a leanas samplaí de mhionsharú rialacha.**  
Ag cur isteach ar rang trí bheith ag caint nuair nach bhfuil cead.  
Gan a bheith réidh don rang (gan na leabhair cuí srl agat )  
Ag teacht déanach chuig rang.  
**Cé gur mionrudaí iad seo nuair a tharlaíonn siad go rialta tá siad tromchúiseach mar cuireann siad isteach ar mhúineadh, ar fhoghlaim agus ar shaoirse daltaí eile oideachas den scoth a fháil**
2. Má fhaigheann an dalta 3 nóta nó níos mó in aon seachtain  
(i) Tabharfaidh an **múinteoir ranga bileog bhuí** dó/di. **Caithfidh** an dalta síniú an tuismitheora a fháil ar an mbileog sin (mura ndéanann, cuirfidh an múinteoir ranga glaoch abhaile agus seans go bhfaighidh sé/sí an dara bhileog bhuí)  
(ii) Má fhaigheann an dalta **3 bhileog bhuí** in aon téarma, beidh air/uirthi **coinneáil siar a dhéanamh tar éis scoile**. Cuirfear litir abhaile, leis an lá agus an t-am a bheidh an coinneáil siar ar siúl.  
(iii) Má chuirtear dalta ar choinneáil siar **3 uair in aon téarma** de dheasca mionrudaí, cuirfear an dalta ar **thuirisc laethúil ar feadh seachtaine** agus beidh ar tuismitheoirí teacht chuig an scoil chun iompair an dhalta a phlé. Míneofar don dalta agus do na tuismitheoirí ansin go gcuirfear an dalta **ar fionraí** má leanann sé leis an iompair seo..
3. I gcás drochiompair níos tromchúisí, (mar shampla, cur isteach ar ábaltacht an mhúinteora chun rang a mhúineadh, fón a úsáid nó ar siúl i rang) is féidir leis an **múinteoir ranga** bileog bhuí a thabhairt don dalta gan rabhadh. Fágfar faoin **múinteoir ranga i gcomhairle leis an bPríomhoide agus nó an Príomhoide Tánaisteach** cinneadh a dhéanamh faoi tromchúis an drochiompair.
4. Muna dtagann feabhas fós ar iompair an dalta **nó**: má tharlaíonn **eachtra tromchúiseach ina gcuirtear dalta(i), múinteoirí nó aon duine eile i gcomhlúadar na scoile i gcontúirt**; má tharlaíonn eachtra ina dhéantar damáiste d'ainm na scoile; iompair ionsaitheach; gnéaschiapadh; mí-úsáid; nó aon iompair tromchúiseach eile, cuirfear an dalta go dtí an Príomhoide agus ag braith ar thromchúiseacht an eachtra:

- (i) Iarrfar ar thuismitheoir/caomhnóir an dalta bualadh leis an bpríomhoide chun an cás a phlé.
- (ii) Fionraí inmheánach **NÓ**
- (iii) Fionraí sa bhaile ar feadh suas le trí lá **NÓ**
- (iv) An cás a thabhairt os comhair an Bhoird Bainistíochta. I gcásanna nach bhfuil réiteach eile oiriúnach, féadfar an dalta a dhíbirt ón scoil.

**Nóta: Tá sé de cheart iarraidh ar an mBord Bainistíochta athbhreithniú a dhéanamh ar aon smachtbhanna agus i gcásanna ina gcuirtear dalta ar fionraí nó a dhíbirt ón scoil is féidir iarraidh ar an Roinn Oideachais agus Scileanna athchomharc a dhéanamh faoi Roinn 29 den Acht Oideachais. Caithfear é seo a lorg laistigh de 42 lá ón dáta a déantar an chinneadh.**

## MEÁNSCOIL GHARMAN – BEHAVIOUR POLICY

### School Values and the Behaviour Policy:

The values of the school, as seen through its ethos, effect fundamentally the kind of conduct expected in the school. To clarify this, there are five basic principles that underpin the school's outlook in relation to conduct.

1. Irish is the language of the school and it is to be spoken at all times in the school, in the vicinity of the school, on school activities, while in school uniform and efforts will be made at all times to strengthen and inspire its use at all times.
2. All members of the school community will be treated with respect at all times.
3. Each member of the school community will try to give as much care, support and assistance as they can to others in the school community.
4. Each member of the school community will do their utmost to reach their potential and to utilise their talents.
5. Each individual will take part fully in the life of the school.

### Other Policies and the Behaviour Policy:

The following Policies are linked to the Behaviour Policy:

- The Admissions Policy
- Anti-Bullying Policy
- Irish Language Policy
- SPHE Policy
- Substance- Abuse policy
- Health and Safety at Work Policy

### Behaviour Guidelines:

The school wishes to operate in an atmosphere where there is respect for our language, our culture, for the individual, for the environment, for the community and for our religions. In order to strengthen this atmosphere, a behaviour policy which is positive, supportive and in which desired

behaviour is valued and recognised will be instituted. Below is the kind of behaviour that we ask of students:

1. Respect for all in the school community.
2. Respect for the school's buildings, equipment and surroundings.
3. Respect for the personal property and equipment of others.
4. Make an honest effort in each class and subject.
5. Full participation in the life of the school.
6. Attendance and punctuality.
7. Cooperation with each other and with the school authorities at all times.
8. Mannerly and helpful at all times

### **Rules:**

While the guidelines above cover most eventualities, some rules are nevertheless still required.

1. You must always do your best in school and at your homework
2. You must come to school each day and be on time for all of your classes
3. You must come to school ready for your classes – that means that you will have pens, books, copies and all special equipment, e.g. sports kit (P.E.), art equipment (Art), ingredients (Home Economics).
4. You must always have respect for the other students at school.
5. You must always have respect for everyone who works in the school and follow the instructions of the teachers at school and at school events
6. You must come to school in the proper school uniform and be clean and neat. That means that you wear the grey school jumper, white shirt, red tie, dark grey socks or black tights, black shoes, school skirt, grey trousers and the specific school jacket. If you wish to wear hat, scarf or gloves, they must be grey or black **only**. Any other colours, or incorrect jacket will be confiscated and you will get them back when your parent comes to collect them.
7. **You must not leave school without the permission of the Principal, Vice-Principal or in their absence the teacher in charge.** If you need to leave school early, you will sign the record book in the office. You may leave early if you bring a note from a parent explaining the reason to the class teacher. **Parents are requested to only take students out early if absolutely necessary.**
8. If you are sick, or in any other urgent case, and/or if the school authority feels it is necessary for you to go home, the school will contact your parents.
9. You must keep your school diary and have it with you in each class to write in all of your homework, have it signed by your parents each week. All absentee notes must be signed by a parent and shown to your class teacher and any teacher who so requests on your return to school.
10. You must use your locker properly. This means that you keep it neat, and you go to it before the first class of the morning, during breaks and at the end of the day **only**.
11. If you need to leave class to work with another teacher or to go to sports practice or match, you must get permission from the teachers whose classes you will be missing and make sure that the work for that class is done.
12. Make-up is not allowed
13. Jewellery is limited to one small earring or stud in each ear and one ring on each hand.

14. Illegal drugs, tobacco, alcohol or any dangerous substances must not be taken or be in possession of the students in school or at any school activities. This also means that you must not be in the company of anyone who is breaking this rule
15. Mobile phones, personal music players, electronic games consoles and the like are not permitted during school time without the permission of the teacher.
16. Chewing gum is not allowed.

### **Rewards and Sanctions:**

Students and classes that display desirable behaviour will be rewarded in the following ways:

- regular prizes (individual and class)
- student of the year scheme
- certificates (e.g. attendance certificate, punctuality certificate)
- class tours (e.g. trips to the cinema,)
- public recognition (e.g. in assembly, newsletters etc)
- no-homework nights
- extra activities
- blue card for students who deserve special recognition.
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**If a student undermines a basic behavioural guideline or if he or she breaks a rule, the following procedure will be applied:**

### **Minor incidents**

1. In the case of minor incidents, a note will be recorded in your **dialann**. A record of this note will be made in a report book kept in the staff room. Minor incidents of misbehaviour include talking in class, arriving in to class unprepared i.e. without books etc, arriving late for class. **While these incidents are minor, if they happen regularly they will become serious as they will inevitably prevent you and/or you classmates from receiving the education which we in Meánscoil Gharman aim to provide**
2. If you receive three or more notes in any one week :
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  - (i) The class teacher will give you a **bileog bhuí** which you will get signed by one or both parents/guardian.If you fail to do so the class teacher will phone home and you will get a second **bileog bhuí**
  - (ii) If you get three **bileog bhuí** in any term you will be **on detention after school**.A letter will be sent home to your parents informing them of the day and time of the detention
  - (iii) If you receive **three** detentions in any term for minor instances of misbehaviour you will be put on **report for one week** and your parents will be asked to come in to school to discuss your behaviour and progress in your classes.It will be explained to you and your parents that you will be **suspended from school** should you continue to disregard the school rules.
3. In the event of more serious misdemeanour e.g disruption of class so that the teacher is unable to continue teaching, using a mobile phone in class, the class teacher may decide

to give a **bileog bhuí immediately without warning**. It will be left up to the class teacher in consultation with the **Principal, Vice-Principal** to make a decision on the seriousness of the misdemeanour.

4. If the behaviour of the student does not improve or in the event of a serious incident occurring which **endangers a student, a teacher or another member of the school community**; an incident occurs which damages the school's reputation; aggressive behaviour; sexual harassment; abuse; any other serious misbehaviour:
- The student will be sent to the Principal and depending on the seriousness of the incident the Principal may decide to:
    - (i) Ask the parents/guardian of the student to meet the Principal to discuss the matter.
    - (ii) Internal suspension **OR**
    - (iii) Suspension at home for up to 3 days **OR**
    - (iv) Bring the matter to the Board of Management. In cases, where no other option is suitable the student may be expelled from the school.

**Note: Any sanction may be appealed to the Board of Management. In cases where a student is excluded from school an appeal may be made to the Department of Education under Section 29 of the Education Act. This appeal must be made within 42 days of the decision to exclude.**

## MEÁNSCOIL GHARMAN

### Polasaí Iompair

Tá an polasaí thuasluaite léite go cúramach againn agus táimid sásta glacadh leis.  
*(We have read the above policy in its entirety and we are happy to accept it).*

Síniú an Dalta \_\_\_\_\_

Dáta \_\_\_\_\_

Síniú Tuismitheora \_\_\_\_\_

Dáta