

Code of Behaviour

Ethos:

Colaiste Muire is a Presentation Brothers Schools Trust (PBST) school.

Four elements guide us:

- A genuine and tangible spirit of respect and caring for each member of the school community:
- A comprehensive and holistic education:
- A vibrant experience of community and partnership:
- A deep commitment to gospel values as lived in the Edmund Rice tradition.

We are committed to working together to make Christ's Gospel of Love known and relevant to each succeeding generation.

School discipline is a shared responsibility between students, teachers, parents and management. An atmosphere of caring and belonging is created in school through the Class Teacher and Year Head system. We aim to promote respect, responsible behaviour and concern for each other and our environment.

Rationale:

The *Education (Welfare) Act 2000* sets out certain matters that must be included in a code of behaviour. Section 23(2) of the *Education (Welfare) Act 2000* says:

A code of behaviour shall specify:

- The standards of behaviour that shall be observed by each student attending the school;
- The measures that may be taken when a student fails or refuses to observe those standards;
- The procedures to be followed before a student may be suspended or expelled from the school;
- The grounds for removing a suspension imposed in relation to a student;
- The procedures to be followed relating to notification of a child's absence from school.

7 Point Student Code:

1. We are kind, helpful, respectful and friendly
2. We are in school, on time, with all of our books and equipment..
3. We participate, do our best and take responsibility.
4. We ask for help if we need it.
5. We are fair and forgiving.
6. We keep school policies and rules.
7. We help to create a safe environment.

The Code of Behaviour is explained to students:

- Reminders of the Code through regular interaction with subject teachers, class teachers, supervising teachers, Year Heads, Deputy Principal and Principal.
- By regular intercom announcements
- By its inclusion in the student journal
- Teachers, resource and learning support teachers and SNAs will be helpful in explaining the code to students with special educational needs.

The Code of Behaviour is explained to parents/guardians:

- The code of behaviour and school policies are included in the enrolment pack
- It is available on the school website colaistemuire.com
- It is included in the student journal
- It is discussed with parents/guardians at school meetings

School Rules

Student Journal:

Have Student Journal at all times. It is a means of communication between school and home.

- Students record homework and assignments in journal.
- Parents write notes to teachers in the journal, especially regarding attendance and punctuality.
- Teachers write positive comments and/or comments re improving work or behaviour.
- Attendance- if unavoidably absent, show a note from your parent/guardian to your teachers on the first day back to school
- Punctuality- if unavoidably late, show a note from your parent/guardian to your teachers as you arrive in class.

Leaving School Early:

There are **three** steps to follow for health and safety reasons.

1. Bring a note in your journal from your parents/guardian.
2. Show the note to the Principal, Deputy Principal, Year Head or Class Teacher. They will issue a pink slip.
3. Sign out in the Office.

Movement & Breaks:

- Walk, do not run- no delaying.
- Walk on the left on stairs and corridors.
- Use the designated yard at break.
- Be prompt and polite at lockers- no delaying.
- Help to maintain a safe environment.

School Uniform:

Observe the Uniform Policy. Students represent their school when they wear uniform. Wear it with pride in your school.

Mobile Phone & Digital Media:

Observe mobile phone & digital media policy. Turn off and put away mobile phones except for break and lunchtime.

Student Attendance:

Come to school each day and be on time

- All absences must be explained in writing by parents through a note in the Student Journal.
- Checks of attendance may be carried out at any time by the Principal, Deputy Principal or Year Head.
- Teachers must call the roll at the beginning of each class and record in their roll book.
- Absences at first classes in the morning and after lunch must be recorded by teachers and sent to the school office.
- Regular absences and/or poor timekeeping should be notified to class teachers and year heads and to parents through a note in the Student Journal or a phone call.
- Doctor's certs should be provided for long absences.
- *Physical Education: Physical Education is a core subject. The school regards physical activity as being very important for all who want to lead a healthy and fulfilling life. A parent/guardian must note in the student journal the medical reason excusing their son/daughter from PE. The student may be asked to assist their PE teacher with preparation, monitoring of equipment, keeping score etc. After 3 weeks of continual notes, the school will require a Medical Certificate, i.e. a certificate excusing the student for the fourth and subsequent weeks.*
- The school is required by legislation to provide regular reports on school attendance to the National Educational Welfare Board (NEWB).
- The NEWB, through the EWO (Educational Welfare Officer) may contact parents whose children's attendance at school is irregular or unsatisfactory.

The school rewards responsible behaviour, study and participation by:

- Teachers praise good work and may write positive comments in copy books or student journal.
- Public recognition at assemblies, on the intercom, on school notice boards or in items submitted to local newsletter or papers.
- Occasional tokens or vouchers.
- School Awards Night.

Recognising and rewarding good attendance:

- Good Attendance may be recognised at the Annual Awards Night.
- The school will avail of every opportunity e.g. student assemblies, meetings of parents and written communication with home to emphasise in a positive way the benefits to students of regular school attendance.

Identifying and dealing with attendance problems:

- When a student's absence is causing concern, the class teacher, or Year Head will make contact with home.
- A parent who has reason to believe that their daughter/son is absent from school without permission, should contact the relevant Year Head.
- If there is no improvement, the Year Head or Deputy Principal may call a meeting with parents/guardians.
- When a student's cumulative absences in any given school year exceed 20 days, the Principal/Deputy Principal will notify the Education Welfare Officer as required by law.
- The school will continue to liaise with parents and the student in an attempt to encourage more regular attendance.

Consequences of not keeping School Rules:

In the Class:

- Students are spoken to by the teacher, encouraged to improve and to understand the effects of their behaviour on others.
- The teacher gives a reprimand and may give additional work to complete.
- The teacher contacts home through a note in the Student Journal.

Class Teacher:

- If misbehaviour continues, the pupil is referred to the Class Teacher and the Year Head in writing using the Incident Sheet.
- If there is no improvement, privileges may be withdrawn, i.e. restriction of access to extra-curricular activities, detention during breaks times.
- The class teacher issues a report card if there is still failure to improve.
- The class teacher informs Parents/Guardians in writing when the 1st Report Card is issued.
- Students must present their card at the start of class **and** must return the completed card to the class teacher at the end of the week.
- Failure to complete the card fully or to return the completed card will result in a 2nd Report Card.

Year Head:

- The Year Head meets parents/guardians following the issue of a 2nd card and informs them that suspension will be imposed following any further serious misbehaviour.
- Permission to travel on school tours/outings may be withdrawn for serious breaches of the Code of Behaviour, (i.e. assault, alcohol or drug abuse, very irresponsible behaviour etc.)

Principal/Deputy Principal:

- The Principal may decide to suspend immediately in certain circumstances i.e. serious misbehaviour such as assault, alcohol or drug use, offensive language directed at a member of staff, or any irresponsible behaviour placing others at risk. Please see suspension & expulsion policies.

Board of Management:

- Sets down the Code of Behaviour and school policies in accordance with the ethos of the Presentation Brothes Schools Trust (PBST), educational and equality legislation.
- May impose a suspension of longer than five days.
- In cases of gross misconduct, the Board of Management may decide that expulsion is appropriate. Please see expulsion policy
- Has the right to take reasonable measures to ensure that good order and discipline are maintained in Coláiste Muire and may decide that a student should be suspended for longer than until expulsion procedures are complete. The National Education Welfare Board (NEWB) will be informed.

The purposes of Sanctions are

- To bring about an improvement in behaviour by helping students to learn that their behaviour is unacceptable
- To help students to recognise the effect of their actions and behaviour on others
- To help students to understand that they have choices about their behaviour and that all choices have consequences

- To reinforce the boundaries set out in the code of behaviour to ensure fairness for all.
- To signal to other students and to staff that their wellbeing is being protected.
- To allow teaching and learning to take place for all
- To keep the student, other students or adults, safe.

Suspension Policy:

- The Principal, or the Acting Principal in the absence of the Principal, makes a decision to initiate procedures for suspension on the basis of the reasons set out in the Code of Behaviour
- The student will be informed of the precise grounds for the initiation of these procedures in accordance with the Code of Behaviour and Suspension Policy and will be given an opportunity to respond before a decision to suspend is reached and formalised.
- Parents/Guardians of the student will be invited to come to the school for a meeting. If suspension is imposed, the Parents/Guardians will be informed in writing of the reasons for the suspension, the duration and the conditions under which the pupil may return to school.
- If the suspension is to be immediate, (due to serious misconduct) parents/guardians may be informed by telephone with written follow-up.
- The Principal has been authorised by the Board of Management to impose a suspension of up to 5 days at any one time in accordance with the Code of Behaviour. A period of longer than five days suspension may be imposed by the Board of Management, following due process.
- When the Board of Management has determined that expulsion is to be imposed (see Expulsion Policy), the Board of Management has the right to take reasonable measures to ensure that good order and discipline are maintained in Coláiste Muire and may decide that the student should be suspended until the expulsion procedures are complete. The National Education Welfare Board (NEWB) will be informed.

Procedures for Reintroduction of student into school:

- Parents may be requested to attend with the student on the day of his/her return to school.
- Undertakings of good behaviour will be requested of the student in writing.
- Agreed conditions (eg counselling, referral to NEPS, other pastoral supports) should be signed by parent and student.

Grounds for removal of a suspension:

Such grounds might include:

- A written undertaking by the student and his/her parents of future good behaviour
- A successful appeal to the Board of Management.
- A successful appeal to the Secretary General of the Dept. of Education and Science.(EDA S29)
- New circumstances which may come to light.

Appeals procedure:

The principles of natural justice demand that there should always be an appeal to a higher authority.

- A suspension of longer than six days duration may be appealed to the Board of Management by a parent, or by the student who has been suspended, if he/she has reached the age of 18.
- All appeals must be made in writing within 42 calendar days of the date the Board of Management decision was notified to the parent or the student concerned.
- The Board of Management will inform the National Education Welfare Board (NEWB) of suspensions in excess of 20 days per year.

Expulsion Policy:

- Expulsion is the ultimate sanction imposed by Coláiste Muire in cases of the most extreme indiscipline.
- Expulsion may be the result of serious ongoing disciplinary problems or may be decided upon following one incident of gross misconduct.
- The Board of Management may decide to expel a student.

Procedure for expulsion:

- The Principal will inform the student and his/her Parents/Guardians, in writing, about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.
- A detailed investigation will take place under the direction of the Principal.
- Fair procedures will be in place. This has two essential parts; the right to be heard and the right to impartiality.
- The Principal will give the parents and the student every opportunity to respond to the complaint of serious misbehaviour.
- If, following the detailed investigation, the Principal forms the view that expulsion may be warranted, she makes a recommendation to the Board of Management to consider expulsion.
- The Parents/Guardians will be provided with a full written description of the allegation(s) against the student and the case being made at the Board of Management, including copies of all documentation relating to the case.
- The Parents/Guardians will be invited to attend the Board of Management hearing.
- Where the Board of Management, having considered all the facts of the case, decides that expulsion is appropriate, the Board of Management will;
 - Notify the Parents/Guardians in writing, by registered post, of the decision to expel.
 - Inform the Education Welfare Officer assigned to the school, in writing, of its decision and the reasons for same.
 - A student shall not be expelled from the school before the passing of 20 school days following notification of the Education Welfare Officer of the decision to expel. This is without prejudice to the right of the Board of Management to take reasonable measures to ensure that good order and discipline are maintained in Coláiste Muire.
 - The Board of Management may decide that the student should be suspended until the expulsion procedures are complete.

Appeals:

- The Parents/Guardians have the right to appeal the decision of the Board of Management to the Secretary, Department of Education and Skills, in accordance with the Education Act 1998, Section 29.
- All appeals must be made in writing on the Section 29 Appeals Application Form within 42 calendar days of the date the Board of Management decision was notified to the Parents/ Guardians or the student concerned.

Parents/Guardians have a responsibility to:

- Ensure their child attends school regularly and on time, with homework done, properly equipped for the day and in full uniform.
- Show interest in their child's class work and homework and provide suitable facilities for studying at home.
- Be aware of school rules and procedures and encourage their child to keep rules.
- Write any necessary notes in Student Journal and date them.
- Attend parent/teacher meetings and appointments with school and support school functions.
- Check the Student's Journal weekly and sign it.
- Parents are strongly advised to arrange holidays, medical and dental appointments for students outside school hours, where this is possible.

Teachers have a responsibility to:

- Promote respectful relationships.
- Provide opportunities for students to learn
- Use a variety of teaching methodologies.
- Prepare students for state exams in accordance with their training and to the best of their ability.
- Use due process in dealing with breaches of the code of behaviour.
- Deal with students' behaviour in accordance with the ethos of the PBST and in line with the Code of Behaviour and agreed procedures.
- Nurture high standards and promote a good work ethic.
- Foster the emotional, social and civic development of students.

Management has a responsibility to:

- Provide a safe and well-managed environment.
- Ensure that a Code of Behaviour is in place which is compatible with the PBST ethos and with educational and equality legislation and that fair procedures are followed in line with the Code of Behaviour.
- Provide a broad, balanced and appropriate curriculum for pupils.
- Provide continuous professional development opportunities for staff
- Take measures to promote a sense of responsibility and respect among pupils.
- Ensure that students study and teachers and staff work in an environment, where respect and courtesy is promoted..

Commitment and Undertaking by Student:

- I have read and understood the Code of Behaviour, including the Suspension Policy & Expulsion Policy,
- I agree to adhere to the code and other school policies.

Student's Signature : _____

Commitment and Undertaking by Parent/s/Guardian:

- I have read and understood the Code of Behaviour including the Suspension Policy & Expulsion Policy,
- I agree to support and abide by the Ccode of Behaviour and other school policies.

Parent(s) / Guardian(s) Signature: _____