

5.4 Code of Behaviour

Section 1: Scope

This Code of Behaviour applies to students of the school at the following times:

- 1.1 During school time, including before and after class and at break-times
- 1.2 While wearing the school uniform
- 1.3 While representing the school
- 1.4 While traveling to or from school using school transport
- 1.5 While on school trips, tours or exchanges
- 1.6 While supporting school teams or activities

Section 2: Relationship to Mission Statement and Aims

The school's mission and aims are facilitated by a code of behaviour and discipline policy which fosters a sense of belonging and self-worth while creating the environment through which academic and personal fulfillment can be achieved.

Section 3: Rationale

- 3.1 A Code of Behaviour is required under the terms of the Education Act, 1998 and the Education Welfare Act, 2000.
- 3.2 Our Code of Behaviour will enable the school to function as a community in a structured, organised way.
- 3.3 It will assist in the fulfillment of the school's Mission Statement and Aims
- 3.4 Many people work together in our school and therefore a high level of courtesy and consideration is necessary. Behaviour, which is ill mannered, annoying, dangerous or disruptive cannot be allowed.
- 3.5 Our Code of Behaviour is one which is based on the recognition of the student as an individual, and yet creates an environment in which the welfare of all is protected. It will help create a safe working environment in which staff and students can feel secure and protected.

Section 4: Goals

- 4.1 To encourage each student to develop a respect for self, parents/guardians, peers, teachers, the community in general and respect for school property.
- 4.2 To promote standards of behaviour, which model those life skills necessary for adulthood such as: respect, punctuality, co-operation, application and pride in their work.
- 4.3 To enable each student to acquire and develop a set of moral values promoting at all times responsibility for his own behaviour and honesty while in the school.
- 4.4 To promote the fair, consistent and equal treatment of all students irrespective of age, class, race etc.
- 4.5 To ensure that the student, his parent/guardian are both fully informed and agree at the outset about the code of discipline on admission to the school and updated as required on any changes and/or review of the code.

Section 5: Roles and Responsibilities

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing negative behaviour.

5.1 Students - The school expects that students will adhere to the school's Code of Behaviour at all times.

5.2 Parents - The school acknowledges the role of parents in the development and operation of the Code of Behaviour and expects them to support the code and encourage the students to uphold it.

5.3 Teachers - The school acknowledges the role of teacher in the development and operation of the Code of Behaviour. The school recognizes that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. This pivotal role forms a core element of this code. Teachers have been assigned to each class with special responsibility for implementing this code. Class Tutors, Guidance Counsellor, Chaplain, Deputy Principal and Principal all have roles to play in upholding this code (refer to Pastoral Care Policy for outline of roles).

5.4 Other staff - The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful operation of our Code of Behaviour. In particular, they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

5.5 Board of Management - The Board of Management is the decision-making body of the school. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed under the authority of the Board of Management and must be approved by its members before becoming official school policy.

Section 6: Code of Behaviour

6.1 Student Rules in general

6.1.1 Students can expect other students to:

6.1.1.1 Allow them to work to the best of their ability. No student should be mocked, isolated, belittled or called names because of their desire to achieve to the maximum of their potential or for any reason whatsoever.

6.1.1.2 Be pleasant, friendly and supportive. No student should feel threatened, insulted, tormented or be physically harmed.

6.1.1.3 Be sympathetic towards the feelings of others. No student should feel that they are ignored or ridiculed, or that their feelings are not important.

6.1.1.4 Treat others fairly and as individuals. No student should be picked on because of their looks, gender, colour, sexual orientation, accent, religious beliefs, family back-ground or ability.

6.1.1.5 Respect others beliefs, customs, opinions and tastes. No student should feel unhappy or uncomfortable because of these differences.

6.1.1.6 Treat everyone's property with respect. No student should have their possessions stolen or damaged in any way.

6.1.2 Class Rules

6.1.2.1 Every student should be in class on time and leave the classroom only with permission.

6.1.2.2 Every student should have his journal and required books/equipment.

6.1.2.3 Every student should co-operate with teachers by paying attention, by looking, listening and following instructions straight away.

6.1.2.4 Every student should attempt to do all his work well, on time and allow others do theirs.

6.1.2.5 Every student should raise his hand for attention or help and wait quietly

6.1.3 General School Rules.

6.1.3.1 Every student must stay on the premises

6.1.3.2 Every student should move around the school as directed

6.1.3.3 Every student should show respect for all school property and the property of others

6.1.3.4 Every student should support each other. Be helpful and stop any bullying/abuse/fighting by telling any member of staff and/ or parents.

6.1.3.5 Every student should be courteous.

6.1.3.6 Every student should keep the school clear of litter and use litter bins.

6.1.3.7 The school is a smoke free, alcohol free and drug free zone.

6.1.3.8 Every student should confine eating and drinking to break times in designated areas.

6.1.3.9 Chewing gum is prohibited within all areas of the school.

6.2 Student/Teacher Relationships

6.2.1 Pupils are expected to show co-operation, good manners and respect to all members of staff as well as to each other.

6.2.2 Insulting behaviour to members of staff, by word or action or insubordination will not be tolerated and may lead to suspension of the offending student(s).

6.2.3 Physical intimidation and verbal abuse of students or teachers by other students will not be tolerated.

6.2.4 Comments of a sexual nature are deemed most inappropriate and may be classed as sexual harassment. Students should refrain from making such comments directly or indirectly to other students or staff.

6.3 School Uniform

6.3.1 Students are required to wear the full school uniform each school day.

6.3.2 All students must wear complete school uniform at school, while travelling to and from school, at school functions and at games.

6.3.3 If for any reason a student is not wearing complete school uniform, a letter from the parent stating the reason should be handed to the Class Tutor.

6.3.4 The wearing of hoodies is prohibited.

6.4 School Journal

- 6.4.1 Student must carry and use at all times, the official school journal, which monitors their work and behaviour.
- 6.4.2 All homework must be recorded in the journal.
- 6.4.3 Parents are expected to inspect and sign the journal each Friday.

6.5 Mobile Phones

- 6.5.1 Use of mobile phones/ picture phones/ personal stereos etc is not allowed during the school day, within any part of school buildings, including the gym area.
- 6.5.2 Sanction: The phone or personal stereo may be confiscated by the teacher and held for up to one week.
- 6.5.3 Parents / Guardians are advised that all urgent communication for students should be directed through the School Secretary.

6.6 Attendance

- 6.6.1 Regular attendance is required from all students unless prevented from doing so by illness or other exceptional circumstances
- 6.6.2 We recommend that family holidays take place outside the school term
- 6.6.3 Unauthorised absence from school/class shall be considered a serious offence
- 6.6.4 The school reserves the right to investigate all unauthorised absences
- 6.6.5 Students are expected to be in class for 9.00a.m. and attend until the completion of the school day
- 6.6.6 On Thursdays school finishes at 1.15pm. Break times are at 11.00 - 11.15am and 1.15 – 1.55pm.
- 6.6.7 It is a statutory obligation that where a student is absent from school during part of a school day or for more than a school day, the guardian/parent of such a student notify the principal of the school, in writing, for the reasons of the student's absence. (Education and Welfare Act.2000)
- 6.6.8 On the day the student returns to school, after an absence, a note of explanation must be written for the student, stating:
 - Date(s) of absence
 - Reason for Absence
 - This must be signed by parent/guardian

6.7 Punctuality

- 6.7.1 Punctuality is essential at all times. Students who arrive late to school are required to report to the school office immediately and sign the late-book.
- 6.7.2 Students should proceed directly from one classroom to another at class changeover time and should not normally go to their lockers between or during classes.
- 6.7.3 Students should organise necessary books and equipment first thing in the morning, at break and at lunchtime for subsequent classes.

6.8 Participation in class activities

- 6.8.1 A student who is unable to participate in a particular class activity, on an ongoing basis, for medical reasons, must present a doctors certificate to the relevant teacher
- 6.8.2 A student who is unable to participate in a class activity requires a written explanation, in the student journal, signed by a parent/guardian for the teacher of that

class. The student must, nevertheless, present himself for that class unless other arrangements are made for him by the teacher.

6.9 Leaving the School Premises

6.9.1 In the interests of safety, no student may leave the school premises during school hours, without the permission of the school authorities

6.9.2 Students may only leave the school premises at Lunchtime on presentation of a letter to the Principal or Deputy Principal from their parents/guardians, giving them permission to do so.

6.9.3 In the event of accident /illness, the parent/guardian or nearest contact will be informed by the school authorities, so that arrangements can be made to collect the student

6.9.4 We recommend that medical/dental appointments be made outside of school hours.

6.9.5 Prior notification, signed by parent/guardian, must be given to the school office.

6.10 Health and Safety

In compliance with the Health Safety and Welfare at Work Act 1989 and the Equal status Act 2000, the Board of Management and staff at St. Michael's College are committed to the creation of a safe environment for everyone who uses or works in our school.

6.10.1 We expect our students to behave in a manner that reflects well on themselves and on the school. Rough, unruly or boisterous behaviour – e.g. running, pushing, throwing of objects, shouting, bullying, fighting – is strictly forbidden.

6.10.2 Because of the obvious risk of serious injury, cycling within the school grounds is strictly forbidden.

6.10.3 Parents/ Guardians should drop off students at school gate.

6.10.4 Students should not drive their cars during the school day.

6.10.5 Students should not park their cars on school grounds.

6.10.6 Students must protect the school environment from litter, graffiti etc. so that the school will be a pleasant place for all.

6.10.7 Classroom cleanliness and tidiness is every student's responsibility.

6.10.8 Smoking is forbidden

6.10.9 The possession or consumption of Alcoholic drink is forbidden

6.10.10 The possession/use/distribution of prohibited substances (not prescribed for medical conditions) is prohibited. (See Substance Use Policy)

6.10.11 Students must familiarise themselves with Fire Regulations and must never interfere with Safety Equipment/alarms.

6.10.12 Students must be especially mindful of the dangers of mistreating chemicals and specialist equipment.

6.10.13 Students must adhere to the Schools Internet Acceptable Use Policy.

6.10.14 Harassment and Sexual Harassment are prohibited.

6.10.15 Students are advised that they bring all personal items of property into school at their own risk. Other items should be left in the student's locker and each student is advised to purchase a lock for their lockers.

6.10.16 The school accepts no responsibility for loss or damage to a pupil's property. Schoolbooks and copies, uniform and sports gear should be clearly labeled.

- 6.10.17 Students must respect school property and must make restitution for the damage or defacing of either school property or the property of another student.
- 6.10.18 CCTV cameras will be in operation at all times throughout the school.

Note: It should be understood that it is impossible to anticipate every single misdemeanor/unsafe action in any given context. The various types of misconduct mentioned are intended to be indicative only and not intended as exhaustive definitions of each category.

6.11 Preventative Measures

In keeping with the school ethos, every effort is made to provide a secure and caring environment for all. Students are welcome to discuss issues of concern to them with members of the Pastoral Care team.

6.12 Interventions

The Pastoral Care structure facilitates early intervention, and therefore has a fundamental role in preventing unacceptable behaviour. The class tutor will attempt to find an underlying cause of consistent poor behaviour by any student in their group. This will be in the form of a once off interview with the student, which will have the following objectives:

- 6.12.1 The student choosing to improve their behaviour.
- 6.12.2 Establishing the need of further intervention by other professionals.
- 6.12.3 The class tutor system is available to all teachers. When using the system teacher must first meet with the relevant tutor to provide a background for the situation. This system will operate parallel to the discipline and antibullying policies as another means of communication and problem resolution.
- 6.12.4 Record of referral to class tutor to be written in the student's journal and teacher journal. Class tutor records meeting with student and the agreed outcome of the meeting in student's journal and in the pastoral care journal.

6.13 Rewards

In our school the following methods are used to reward students for good behaviour:

- 6.13.1 Verbal praise to student either in class or privately.
- 6.13.2 Positive comment to Class Tutor.
- 6.13.3 Communication with parents/ guardians via homework journal, phone-call, letter, parent-teacher meetings, etc.
- 6.13.4 Occasional homework concession.
- 6.13.5 Display of students' work.
- 6.13.6 Student of the Year/ Endeavour Awards, etc.

6.14 Sanctions

- 6.14.1 Sanction 1 - Warning by Teachers.
- 6.14.2 Sanction 2 - Extra homework assigned by teachers – this should be profitable rather than punitive.
- 6.14.3 Sanction 3 - The incident has to be recorded in the student's journal/official teacher's journal and signed by parents/guardians. At this stage the Class Tutor is informed (Pastoral Care Policy)

- 6.14.4 Sanction 4 - Detention. Detention will take place on Friday from 4pm to 6pm. Teachers referring students for detention have to inform parents by recording detention date in the student journal/teacher journal and in the Detention Book in the staff room. Refer to specific rules and regulations for detention - copy available on request.
- 6.14.5 Sanction 5 - Report to Deputy Principal. In the event of no worthwhile improvement the matter is reported to the Deputy Principal. The Deputy Principal requests parents to attend a meeting to discuss the matter. Parents are informed at this meeting of the sanctions used to date and that if there is no improvement in the conduct of the student the next sanction is suspension. Records and outcomes of the meeting are maintained in Deputy Principal Discipline Book.
- 6.14.6 Sanction 6 - Suspension. If the Deputy principal is informed that the conduct of the student has not improved, he will inform the Principal. The principal will examine all the steps taken to date to improve the student's behaviour and all the sanctions that have been put in place. The Principal will suspend the student for a period of 3 school days if he is satisfied that all procedures have been carried out according to the Code of Discipline. Suspension for further period may be imposed depending on the circumstance and in accordance with the Department of Education & Science Regulations. Suspension is a serious sanction and will be reported to the Board of Management at its next meeting and to the National Educational Welfare Board. The parents/guardians will be informed by letter before the start date of suspension. This will not apply of serious breaches of Discipline.
- 6.14.7 Sanction 7 - Expulsion. This will be resorted to only as the last resort, after every effort at rehabilitation has failed, and in most extreme cases of discipline. Only the Board of Management may finally decide to expel a pupil. The expulsion is reported to the Department of Education & Science and the National Educational Welfare Board.
- 6.14.8 In the case of misconduct or breach of school discipline that is very serious, sanctions 1 – 6 would not apply. In such circumstances it may be necessary to impose sanctions 7 or 8.
- 6.14.9 The use of corporal punishment is forbidden.

6.15 Appeals

Parents and Students, over the age of 18 years, have the right to appeal suspensions or expulsions under Section 29 of the Education Act.

Section 7: Success Criteria

- 7.1 The code and school rules are implemented in a clear and transparent manner.
- 7.2 There is a climate conducive to teaching and learning in the school
- 7.3 There is minimal disruption to classes.
- 7.4 Positive feedback from parents, students and teachers.
- 7.5 Good relationships among all the partners in the educational community.

Section 8: Implementation

- 8.1** As the official code of discipline of St. Michael's College, all registered students of the school will have access to a copy of this policy, and parents/ guardians will be required to sign an agreement that they will uphold it and that their son will abide by it.
- 8.2** Through the effective use of the school journal, teachers, class tutors and parents will be able to monitor student behaviour on a daily and weekly basis.
- 8.3** Records of incident reports will determine the nature and frequency of incidents and these will be monitored by the Principal and Deputy Principal.

Section 9: Review

- 9.1** This Policy will be revised at regular intervals by the Board of Management, in consultation with all the partners, with a view to improving it and its implementation.
- 9.2** Following a major review, the resulting amended policy will be circulated to all stakeholders in written format.