

CODE OF BEHAVIOUR

Colaiste Muire, Realt na Mara, Crosshaven is a Presentation secondary school under the trusteeship of CEIST which welcomes all students. It is dedicated to the full development of each individual in a caring Christian community where Gospel values are recognised and celebrated. Our school community is one where one rule is paramount:

Everyone will act with courtesy and consideration to others at all times.

Our code of behaviour intends to safeguard pupils' right to learn and teachers' right to teach in a mutually caring, safe and respectful environment. This right brings with it certain duties or requirements of students;

1. Respect for Self

This includes:

- Being punctual, courteous, honest and responsibly accept my duties.
- Being conscientious about work and fulfilling all tasks assigned
- Giving reasonable attention to personal hygiene, neatness and uniform. The judgement of the appropriate school authorities in such matters must be accepted by all students.
- Taking due care of student personal property as the school does not accept responsibility for loss of same
- Realising that in breaking the School Rules students face a sanction which is the consequence of one's own behaviour.

2. Respect for Others

This includes:

- Accepting and recognizing the rights of others to feel safe and secure in a safe and orderly environment. Behaviour which causes disruption in class can adversely affect others and is a serious offence
- Being kind and polite and co-operative towards students, staff and visitors
- Being respectful of staff both inside and outside of school
- Avoid loud and disorderly behaviour.
- Avoid any behaviour that may endanger the safety or wellbeing of others.
- Bullying, intimidation running in corridors, theft and deliberate damage to other people's personal property are all unacceptable

3. Respect for Coláiste Muire:

This includes

- Behaving in a responsible manner while wearing the school uniform both inside and outside of the school

- Taking pride in keeping Coláiste Muire clean, tidy and free of litter.
- Careful of school property and equipment. Theft, deliberate damage to furniture, fittings or buildings or defacement by graffiti are strictly forbidden. Interference with fire alarms, fire equipment and emergency exits will be deemed a very serious offence.
- Students will be required to make good any damage caused to the school by neglect or misbehaviour.
- Students are expected to behave in a manner which reflects positively on themselves and their school when participating in or attending school related events outside of school

4. School attendance

- (a) All students must be present in the school during official school hours. Students must attend all classes for which they are timetabled.
- (b) A student who becomes ill at school should report to Year Head. Otherwise being out of class on the excuse of illness will not be accepted. Parents may only be contacted by school in the event of illness. A student's use of a mobile phone to contact home is deemed an offence.
- (c) In accordance with the Education Welfare Act 2000, a parent shall notify the Principal/ Year head of the reasons for his/ her/ son's/daughter's absence from school for a school day or part of a school day, by:
- (i) Ringing the school office before 9:25am the morning of the student's absence And
 - (ii) Recording a note in the "Explanations for Absence" section of the student journal.

This note must be presented to the tutor on the morning of return to school before joining class.

- (d) Students are not allowed to leave the school premises during school hours without being collected by parents /guardian and permission from the Year Head (if unavailable, the Principal or Deputy- Principal). To do so is a very serious offence.
- (e) Parents/guardians are requested to make medical, dental or other such appointments outside of class time. In exceptional circumstances when a student has to leave the school premises during school time on a particular day:
- An explanatory note from parent/guardian must be written in the "Permission to leave school" section of the Journal and presented to the Year Head on the morning of the appointment. Parent(s)/Guardian(s) are asked also to collect their son/daughter at the school office and sign the student out at reception.
 - In the event of a parent being unable to collect their son/daughter it is essential that the parent/guardian make contact with the school by phone or email: office@colaistemuirecrosshaven.org

A student will not be allowed to leave the school without a parent/guardian making contact with the school via phone, email or in person

- (e) It is **an extremely serious offence** if a student leaves school without permission from school authorities.
- (f) Sixth year students ONLY are allowed to leave the school premises during lunch time
- (g) Students may not be absent from school for the purpose of holidays.

- (h) The school authorities are legally obliged to report a student to the National Education Welfare Board if she is absent from school for 20 days or more.

5. PUNCTUALITY

Students punctuality is monitored weekly by Year Heads and Tutors.

- Students are required to be on time for all classes daily.
- Classes begin at 8:45am and 1:35pm. Pupils are expected to be in their classrooms five minutes before these times each day.
- A signed explanatory note in the student journal from a parent/guardian is required if a student is late for school.
- The absence of such a note/contact from home will result in a student being placed on detention at breaktime from 10:50-11:00
- A student who is late for school is required to 'sign in', present their note from parent/guardian and 'receive a late stamp' in his/her journal which must be presented to the class teacher.
- Failure to present for break time detention will result in further sanctions.
- An accumulation of punctuality detentions may result in further sanctions

6. School uniform

The official school uniform is only available from Cahills, Carrigaline which consists of:

The Official School:

- Jumper,
- Trouser,
- KNEE length school skirt with black/grey tights
- Shirt/Blouse,
- Tie,
- Tracksuit,
- Tee-Shirt (White),
- Jacket.

School uniform must be worn at all school related activities except when permission to do otherwise has been obtained from school authorities.

- Excessive make-up and hair dye (**unnatural colors**) are not allowed.
- School uniform must be worn at all times unless otherwise designated by management. The uniform must be kept clean and presentable. A well groomed appearance is expected of all students.
- It is essential that all students wear the full formal uniform every day except Friday and the designated tracksuit day when they are allowed to wear their official school tracksuit.
- It is essential that the school jacket is worn if wearing a jacket to school. Any other jacket will be confiscated.

(i) **Footwear**

Acceptable	Not acceptable
Black footwear	Runners
Boat shoes / Vans	Ugg boots, other boots eg- Doc Martens etc
Grey/black socks or black tights	

(ii) **Hoodies and Jewelry:**

- a. Hoodies and other non-uniform items are not allowed and **will be confiscated**
- b. Unacceptable items of jewelry **will be confiscated and brought to the Deputy Principal's Office**. Confiscated items of jewelry will be kept until the end of term

(iii) **Jewellery**

Acceptable	Not acceptable
One small silver/gold stud worn in lobe only	Nose rings, sleepers, long earrings
One ring	More than one earring
One bracelet and One watch One light gold/silver chain	Other Piercings or tattoos

All students who are not in correct uniform are asked to go to the Deputy Principal's Office. The school journal will be signed by the class teacher in the section "permission to leave class. The Deputy Principal will deal appropriately with uniform issue. In the event that a student fails to wear the official school uniform (OSU) parents will be contacted and instructed to make necessary arrangements (immediately) to rectify the problem.

- In exceptional circumstances a doctor's note will be accepted. In these circumstances pupils may be allowed the official school tracksuit.
- Notes must be presented to the Year Head before 8:45.am on the morning in question. The Year Head will then issue a permission slip.

7. Student Journal:

- Students are required to have their students journal in their possession while in class everyday.
- Students are asked to place their journals on their desk at the start of every class
- The journal used must be the official Colaiste Muire, Crosshaven journal.
- The journal is not a private diary and must be used for school purposes only, particularly the noting of exercises and assignments and the noting of correspondence between teachers and parents/guardians and vice versa.

- Teachers have the right to inspect a journal, to write on it, or to request a comment or signature from a parent/guardian.
- Parents/guardians are requested to sign the journal every week.
- Students are required to keep the journal in excellent condition
- Students may not tear pages from the journal or otherwise deface it in any way.

8. Mobile Phones, ipads, ipods, cameras, other electronic devices

- The use of the above devices are not permitted at any time on the school grounds. Exceptions will occur when the DES has deemed technology necessary for use by an individual student.
- Failure to comply with this will result in confiscation for a period of three days .
- Parents will be notified if their son/daughters phone etc has been confiscated and if they personally wish to collect the phone/device they can do so at the end of the school day.
- If collected the student will receive an after school detention instead.
- A receipt will be issued when a phone is confiscated. All confiscated phones will be given to the Deputy Principal.
- Further breaches of this rule may result in longer periods of confiscation
- The use of cameras or picture/video taking devices are not permitted on school grounds.

9. Lockers

- Lockers which are the property of Colaiste Muire, may be assigned to students for school use on a yearly basis at an annual cost communicated to students in late August
- Students must keep their lockers tidy, in good order, free from graffiti and must keep them locked.
- Teachers may inspect lockers from time to time, and may at any time ask a student to open his/her locker for inspection.
- A student is in serious breach of the rules if he/she has unauthorized or banned substances, materials, tools etc in his/her locker.
- The privilege of having a locker may be revoked at any time for breach of these rules
- The Board of Management does not accept responsibility for loss or damage to a students property

10. Forbidden substances

- The possession, use, supply or consumption of tobacco, vaping, alcohol, or any banned substance is prohibited on the school premises or grounds, or at any school outing or event.
- The presentation of a student on the school premises or grounds or at any school outing or event in an intoxicated state or having consumed an intoxicating or banned substance is strictly forbidden and an extremely serious breach of school rules.

11. Students using car park

Students wishing to park vehicles in the school car park must seek written permission from the Principal to do so. Only those students who have a full driving licence may apply.

12. School outings. Field trips, Work experience etc

- Educational outings e.g. trips to exhibitions, museums, swimming, work experience are all part of the curriculum. Students must attend.

- In cases where the school trip is part of student assessment, absent students will have to complete this task in their own time

13. Classroom and general behaviour

- Students are expected to contribute positively to the learning environment of a classroom and to obey all classroom rules
- Students are expected to exercise due care when using equipment and machines in practical/specialist rooms and to obey all classroom rules laid down by the teacher.
- Students are expected to apply themselves appropriately to their studies and work. Homework is to be done properly and on time. In the event of extra-curricular activities etc.... students should make every effort to complete homework for the next class.
- An explanatory note on the journal from a parent/guardian is required in the event of a student's failure to complete homework.
- Students are required to bring all required texts, equipment and school journal to class
- Students must line up outside the classroom quietly and wait for their teacher to arrive
- Students are expected to refrain from loitering in the corridors, toilets or in the porch
- In order to ensure health and safety we ask that all students walk on the right on corridors
- Students are expected to refrain, whether in school or outside, from any behaviour which might damage the good name of the school in any way. (NB- Misbehaviour while coming to or from school and on the school bus will be treated as misbehaviour in school).
- Please note that Foul Language; Bullying; Unruly Behaviour; Possession of Improper materials/Introduction of Improper Materials to School shall be dealt with severely.

14. Bullying

- The school has a strict anti- bullying policy
- Bullying is repeated aggression, be it verbal, psychological or physical, conducted by an individual or group against others. When the behaviour is systematic and ongoing it is bullying.
- In keeping with our Code of Behaviour and Discipline, it is vital that students understand that all forms of maltreatment of others are unacceptable and a breach our code of conduct
- We promote ' a telling culture' in Colaiste Muire. Please talk to us if you feel you are being bullied or you know someone who is.
- The school's Policy on Bullying is available to parents on request.

15. Systems of acknowledging good behaviour:

Colaiste Muire promotes and encourages good behaviour through a number of ways, which include:

- Positive daily interactions between teachers and students. (positive notes in journal, verbal praise)
- Good school and class routines
- Recognising and giving positive feedback about behaviour, acknowledging progress and achievement
- Active participation of students in school life
- Displays of work in classrooms and around the school
- Acknowledging pupil attainment at weekly assemblies, over intercom and awards night
- Our wellbeing programme

- Very effective pastoral care system

16. Sanctions for breaches of the code of conduct

- Students are required to respect the rights of others, to treat each member of the school community with respect, to adhere to our schools code of conduct and to obey all rules.
- In the interest of good order, to protect the rights of all who use our school and to achieve our overall objectives of quality learning and teaching and holistic development of all, breaches of the code of conduct may incur sanctions and penalties.
- High standards of behaviour and co-operation are expected and disciplinary measures are used in a positive fashion to maintain these standards.
- In all disciplinary matters, teachers will inform students of the specific breaches of the code of conduct that have been noted and will give students an opportunity to respond to the charges against them.
- Teachers will inform students appropriately of the consequences of their misbehaviour.

- Sanctions are a form of constructive intervention. They are applied in a respectful way and are intended to empower pupils to understand the consequences of their behaviour and take responsibility for changing it. Sanctions will be applied in a fair and consistent manner

- **General sanctions may include:**
 - Verbal reprimand
 - Change of location
 - Assigning of additional work
 - Note to parents in school journal
 - Detention
 - Subject specific – in class monitoring card
 - Report to class tutor
 - General organiser
 - Referral to year head
 - Report card (Yellow card)
 - Referral to Deputy Principal
 - Interim review (Red card)
 - Referral to Principal
 - Suspension
 - Expulsion
 - ***Please note: This list is not exhaustible***

- Class teachers will deal appropriately with all matters relating to minor breaches of the code of conduct and may inform the Class Tutor where applicable
- A full apology must be given in cases of misbehaviour
- In some cases of student misbehaviour, the class tutor and or Year Head may request the counselor to intervene in an effort to help the student overcome behavioural or personal problems.

MORE SERIOUS BREACHES

Report Card (Yellow card)

- Where a problem persists or is of a more serious nature the teacher makes a report to the Tutor and Year Head who may issue **A Report Card**. When On Report the student will be required to present his/her report card to each class teacher and to her year head as required. The student will also be required to meet with his/her year head every morning. The parent will be informed of the student placed on report. The report card will also require the signature of a parent/guardian each day. The period of report is at the discretion of the Year Head but normally a minimum of one week

Interim Review (Red card)

- If the Report card is not satisfactory or the initial problem is serious, the Year Head in consultation with the Deputy Principal/Principal may issue an interim review and the parents are contacted directly by the school. At this stage the Parents/Guardians and the student may be asked to meet with year head and or Deputy Principal with a view to resolving the matter, and to helping the student improve his/ her behaviour.
- At this stage in an attempt to positively impact behaviour further pastoral interventions may be put in place- E.G. a teacher may be assigned to mentor the student to reinforce positive behaviour and evaluate progress.
- During this stage the student would also be encouraged to visit the guidance counselor on a weekly basis.
- The year head/ Deputy Principal monitor progress on a weekly basis.

Suspension

- if interim review is unsatisfactory or the initial problem very serious the Principal may suspend a student from school. **Grounds for suspension may include-** (to mention a few examples)
 - The students behaviour has a seriously detrimental effect on the education of other students
 - Threat to safety
 - Theft
 - Assault
 - Gross disrespect: directed at any student, staff member or visitor to school
 - The use or threat of violence---Any behaviour which results in the physical endangerment or in a physical attack of the person on any student, member of staff or member of the school community. Physical assault/violence/ intimidation towards a student or member of staff or member of the community
 - The student is responsible for serious damage to property

- Truancy/ leaving school without permission of school authorities
 - Other interventions exhausted
 - Single incident of serious misconduct
 - Smoking on or near the school grounds or on school related activity
 - Alcohol: The possession and/ or drinking of alcohol by students on the school grounds or on school trips
 - Illegal drugs and intoxicants: The supply, possession or use of illegal drugs or other intoxicants (whether legal or illegal)
 - etc
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- Investigations are undertaken by class tutor/ year head and or Deputy Principal and the student/students concerned are given an opportunity to respond to any allegations posed.
 - When suspension is considered, parents/Guardians will be informed of the students misdemeanour and asked to attend a meeting. The parents and student will be afforded an opportunity to respond to the charges against the student before a decision is made on suspension.
 - In the event of suspension a letter of suspension will be issued to the parents/Guardians of the student by the Principal detailing
 - the length of suspension,
 - reason for suspension,
 - their right to appeal this decision to the BOM,
 - general study to be done while on suspension and
 - date and time of next meeting with parents and student to re-instate the student.
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- **Return to school after suspension:** Certain conditions may be imposed on a student before she/he will be accepted back to school after a suspension. Such conditions may include:
 - A meeting of the student with parents/guardian and Principal and/or members of staff
 - A written apology
 - A written undertaking of good and appropriate behaviour

- Work with pastoral care team and/or career guidance counselor
- Referral to private counsellor
- Placed on an organiser to view progress and settling back in

Parents/Guardians may appeal a suspension to the Board of Management.

- The process of such an appeal does not confer on the student the right to return to class until the appeal has been heard or the suspension has been served.
- The Board will hear the appeal and will decide to either uphold the appeal or to approve the suspension.
- If the event of a successful appeal against a suspension by parents, the Board will delete any reference to the suspension from the students file and may impose another sanction on the student instead of suspension, or may decide to impose no further sanction on the student.
- In the case of a six day suspension of a student, or an accumulation of twenty days or suspensions in a school year, the Educational Welfare Officer will be informed.

EXPULSION

- In cases of:
 - the most serious misdemeanors
 - or following the unsuccessful application of interventions and sanctions

The Board of Management may expel a student from the school

- Expulsion will be sanctioned only following the most rigorous examination by the BOM of the circumstances of the case and will be exercised in accordance with the Principles of Natural Justice and in conformity with the relevant legislation and the code of Conduct of Colaiste Muire Crosshaven.
- Before the BOM will consider and make a final decision on a case that may incur a penalty of expulsion, parents/guardians will be informed of the details of the case and the seriousness of the situation and will be invited to make a submission to the BOM and or to meet the BOM to hear the charges against their child and to present their response.
- In the case of the expulsion of the student, the students parents/guardians will have the right to appeal the decision of the BOM to the Secretary General of the Department of Education and Science. Such appeal should be made within 42 days of the expulsion order having been made.
- In the case of expulsion of a student, the EWO will be informed
- Full details on the procedures for expulsion can be found in appendix one of the code of conduct at the school office in Colaiste Muire.