



# CODE OF BEHAVIOUR

MARIST COLLEGE ATHLONE

## Index

<b>Introductory Statement.....</b>	<b>2</b>
<b>Relationship to Characteristic Spirit and Ethos.....</b>	<b>3</b>
<b>Policy Content.....</b>	<b>3</b>
<b>Related Policies.....</b>	<b>3</b>
<b>Aims of the code.....</b>	<b>4</b>
<b>Promoting Positive Behaviour.....</b>	<b>4</b>
<b>Responsibilities of School Community Members to the Code of Behaviour .....</b>	<b>6</b>
<b>Responding to Inappropriate Behaviour.....</b>	<b>7</b>
<b>Behaviour Guidelines and Expectations for Students of Marist College .....</b>	<b>8</b>
<b>Attendance.....</b>	<b>8</b>
<b>Punctuality.....</b>	<b>9</b>
<b>Exempt Students.....</b>	<b>9</b>
<b>School Uniform.....</b>	<b>9</b>
<b>Personal Appearance.....</b>	<b>10</b>
<b>Behaviour.....</b>	<b>11</b>
<b>School Property and Environment.....</b>	<b>12</b>
<b>Student’s Property.....</b>	<b>12</b>
<b>Homework.....</b>	<b>12</b>
<b>Toilets.....</b>	<b>13</b>
<b>Lockers.....</b>	<b>13</b>
<b>School Journal.....</b>	<b>14</b>
<b>Mobile Phones and Electronic Devices.....</b>	<b>14</b>
<b>Respect.....</b>	<b>15</b>
<b>Procedures for Breaktime and Lunchtime.....</b>	<b>16</b>
<b>Smoking and Vaping.....</b>	<b>16</b>
<b>Alcohol and Illegal Substances.....</b>	<b>16</b>
<b>Student Cars.....</b>	<b>17</b>
<b>Implementation of the Code of Behaviour.....</b>	<b>17</b>
<b>Our Discipline Strategy.....</b>	<b>17</b>
<b>Behaviour and Sanctions Procedures.....</b>	<b>19</b>

## Introductory Statement

We in Marist College are committed to maintaining appropriate school behaviour and have clear behavioural expectations of our students. We aim to promote positive behaviour at all times. The rules and procedures are designed to protect the Health, Safety, Rights and Responsibilities of Students, Parent(s), Guardian(s), and Staff, with the overall aim of creating a school climate where there is respect for each individual, their good name and their property.

Every reasonable effort will be made to transform unacceptable behaviour into acceptable behaviour. The Staff contribute towards good discipline by creating a positive environment, which fosters feelings of acceptance and achievement. Desirable behaviour, whether by an individual or on a collective basis, is recognised and praised.

The Code of Behaviour has input from Staff, Management, Parents, Guardians and most importantly from Students. Thus, there will be a greater commitment from all parties in its implementation. The Code will from time to time be revised. The Code focuses on preparing students to be happy, productive members of our society. The Code of Behaviour ensures that teaching and learning can take place without disruption.

Any misbehaviour by students not specified in the Code (the contents of this document are not exhaustive) but which in the opinion of the school authorities constitutes a serious offence will be dealt with as appropriate. The Code has been developed in line with our mission statement. The principles underpinning this policy have been approved by the Board of Management and are in accordance with “Developing a code of Behaviour: Guidelines for schools”, published by the National Educational Welfare Board (NEWB) in May 2008 and reflects, insofar as they are applicable to Marist College, the good practices and guiding principles as set out in the NEWB document.

Parent(s)/Guardian(s) or students, who have questions or concerns regarding the School Code of Behaviour, are encouraged to contact the School Principal, or the Board of Management of the school to talk about their concerns. Students will be regularly reminded of the behaviours that are expected of them, especially at Class Assemblies. Written records of a student’s behaviour are kept throughout the period that the student spends in the school.

## Relationship to Characteristic Spirit and Ethos

Marist College seeks to create in our students a sense of:

- **Self Worth:** for a happy and fulfilled life: good self-esteem is fostered by emphasis on strengths rather than weakness, by providing a variety of opportunities for success outside the classroom
- **Respect and Tolerance:** for self and others
- **Responsibility:** for one's own actions based on a clear view of right and wrong and the strength to say no even under peer pressure: For the community based on a sense of justice, duty and responsibility to others
- **Initiative and Openness to life's Opportunities:** which will foster an optimistic, grateful approach to life in general and an ability to cope with difficulties.
- **Christian Living:** Giving by example and instruction an awareness of the Christian way of life, of the spiritual and moral guidance of the church, and promotion of devotion to Mary, the mother of God.

## Policy Content

This policy applies to students of Marist College and relates to all school activities both during and outside of normal school hours. This policy provides that if a student is recognisable as a student of Marist College (i.e. wearing the school uniform, at a school event, during lunch hours, travelling to and from school, etc.), then the school reserves the right to safeguard its good name. This policy also applies to students on educational outings and tours, regardless of location, time, wearing the uniform, to all residential trips, field trips, foreign tours, adventure trips, etc. The code requires that all interactions between school staff and parents/guardians will respect the normal protocols that should apply to such interactions. Any breaches of state law, within the school grounds, or while in school uniform or while on any out of school activity organised by the school will be regarded as a breach of school rules and sanctions will apply in line with the seriousness of the breach.

## Related Policies

The Code of Behaviour is an integral policy in Marist College. It is one of the most important policies with regards to how the school community maintains an optimal learning environment, a positive atmosphere and respectful relationships. It is also the system through which the innate ethos of the school is expressed in a series of expectations for behaviour and relationships. Therefore it is a pivotal policy determining the culture and climate of the community of Marist College. As such it influences and informs all other school policies:

- Child Protection Policy
- Child Safeguarding Statement
- Anti-Bullying Policy
- Admission Policy
- Dignity in the Workplace Policy
- Acceptable Usage Policy

- Health and Safety Policy
  - Special Educational Needs Policy
- (Please note this list is indicative only and non-exhaustive)

## Home/School Communication

Communication between school and home is an essential feature of the Code and it is important that Students and Parent(s)/Guardian(s) understand the content and the principles behind the Code. Students will be asked to bring the Code home, to discuss it with their Parent(s)/Guardian(s) and both the student and the Parent(s)/Guardian(s) are expected to sign it as a commitment of their acceptance of the Code.

A Code of Behaviour is an integral part of a positive school ethos where learning and development can take place. The code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

Parental responsibility is considered to be fundamental in the implementation of the school's policy. By enrolling their child in the school, parents indicate agreement with the aims and ethos of the school.

## Aims of the Code

The aims of the Code are:

- To enable the College to operate smoothly and efficiently for the benefit of pupils and teachers alike.
- To create a positive learning environment in which every student can benefit and, based on mutual respect, to enable each student to realise his full learning potential.
- To help students to become more self-disciplined and to encourage good standards of behaviour both within and outside the school environment.
- To promote a caring environment within which high standards of cooperation, behaviour and discipline are fostered and maintained.

## Promoting Positive Behaviour

Promoting good behaviour is one of the main goals of the schools Code of Behaviour. This requires consistency across the whole school. The positive nature of community relationships, the commitment to excellence on the part of school management and the high quality classroom teaching enables most students to behave in ways that support their own learning, personal development and the development of positive relationships. This Code of Behaviour aims to support and nurture the academic, personal and social growth of all students. Marist College assists students to make better choices and take responsibility for their conduct and their learning by:

- Affirming good behaviour

- Setting and communicating high, clear, consistent and widely-understood standards/expectations e.g.
- Uniform, punctuality, demonstrating basic manners...etc.
- Nurturing positive relationships and interactions
- Recognising and discussing positive feedback about behaviour with teachers/tutors/Year Head
- Recording commendations on VShare, acknowledgment in class and at parent-teacher meetings, commendations to tutors and year heads, acknowledgement at year group assemblies, subject and attendance awards, school reports and feedback, academic awards (at Junior Cycle and Leaving Cycle), student leadership opportunities, etc.
- Pastoral care and guidance provision and support
- An extensive range of co-curricular and extra-curricular activities co-ordinated by teacher volunteers
- Teachers and staff members model the behaviour that is expected from the students
- Positive everyday interactions between teachers and students
- Good school and class routines – starter activities/homework review/formative feedback
- Clear boundaries and rules/expectations for students
- Helping students themselves to recognise and identify good learning behaviour and positive learning practices – using the journal to record homework etc.
- Good teaching and learning that engages students and builds their learning capacity
- Opportunities for collaboration and participation with students and parents
- Wellbeing programme and specific programmes tailored to student levels and needs.
- Maintaining a pleasant and well organised school and classroom environments e.g. lots of visual displays, exhibits of student work, keeping high standards of cleanliness and tidiness...etc.
- Extra-curricular and co-curricular activities which promote inclusion
- Student leadership opportunities and pathways through the Marist Leadership Programme.
- Student focused curriculum and good school organisation

Through our annual Prize Giving our school recognises achievement, participation and contribution to Marist College school life across a wide range of areas. These awards include the following:

- Class academic awards
- Athletics/sports day awards
- Individual sport awards in football, soccer, hurling, basketball and rugby
- Awards for art and cinematography
- Most improved 5<sup>th</sup> year student
- Champagnat award
- Best junior and leaving cert results
- Brother Philip award for achievement in maths
- Victor Ludorum – Sports Star of year
- Student of Year – voted for by staff
- Gold Medal Award – contribution to school life – voted for by student body

Positive contributions and achievements are also acknowledged by inclusion in the Marist School Annual which is published each year.

## Responsibilities of School Community Members to the Code of Behaviour

### Parents

In Marist College, parents are valued partners in education. When parents/guardians take the decision to enrol their son they do so with the awareness that it is a condition of enrolment that they understand and accept the terms of the school's Code of Behaviour (and other policy documents) and all revisions/amendments approved by the Board of Management. Clarification of any element of the Code of Behaviour can be sought from school management.

- Parents are encouraged to review the Code of Behaviour with their son before signing agreement with this policy.
- Parent/guardian contact details should be entered on the relevant page of the journal ensuring that contact can be made swiftly should the need arise.

Parents play an invaluable role in working with the school to ensure that their child/children comply with the Code of Behaviour and all related policies relevant to their involvement in the community of Marist College. Parents have the responsibility to actively support the school staff in the fair implementation of the Code of Behaviour and the other agreed policies in the school.

### Students

This Code of Behaviour is one of the support systems in place in Marist College, to enable students to get the most from their time at school and to promote responsible behaviour and good citizenship.

Students are expected to be kind, courteous and respectful to and supportive of each other. This manner of positive behaviour also applies to relationships with all staff members, outside facilitators/visitors to the school and all members of the school community.

Students have the responsibility to make a positive contribution to the life of the school in terms of work, behaviour and relationships.

Students are encouraged to develop the skills and capacities to be responsible, reflective learners throughout the course of their time in Marist College.

### School Staff

Teachers are responsible in the first instance for supporting positive behaviour in the classroom and they share responsibility with the school staff outside of the classroom. In relation to their responsibility for supporting positive behaviour in the classroom, teachers should endeavour to:

- Have a positive regard for all students.
- Communicate the expectations for positive behaviour to the students
- Expect honest effort and high standards in terms of work and engagement
- Employ best practice methods of teaching and learning
- Seek to create an attractive classroom environment and a positive learning environment
- Take account of students' social, environmental and cultural circumstances and exhibit professional judgement regarding these variables.

All teachers have the right to teach and carry out their professional duties unhindered and in an atmosphere that is conducive to learning and teaching.

### **Principal**

The overall responsibility for discipline within the school rests with the Principal, subject to the authority of the Board of Management. The Principal will provide guidance, leadership and support to staff, students and parents in the application of the Code of Behaviour and in disciplinary matters in general. The Principal will ensure that the Code of Behaviour is administered in a fair and consistent manner. The Principal will encourage a sense of collective responsibility among staff and a sense of commitment to the school among staff, students and parents. The Principal may at his discretion delegate responsibility for discipline.

### **Management Team**

In partnership with the Principal, the Deputy Principal and Year Heads will play key roles in the maintenance of good discipline and positive and supporting relationships throughout the school.

### **Board of Management**

The Board of Management will ensure that:

- The statutory obligations of the school are adhered to
- A review of the Code is carried out regularly
- School management and teachers are fully supported and resourced in implementing the Code of Behaviour.

## **Responding to Inappropriate behaviour**

Despite the best efforts of any school, inappropriate behaviours can happen. Even minor breaches of the Code of Behaviour can be disruptive, particularly if they are persistent. Serious misbehaviour can have damaging and long-lasting effects including disruption of the students own learning, the learning of others and the capacity of the teacher to teach all of the students. Disruptive behaviour can also contribute to the discomfort and even intimidation of other students. Marist College has a determined commitment to high quality teaching and learning and the disruption of class-based learning cannot be tolerated.

Where a student's behaviour disrupts the teaching and learning of other students, the school leadership have to achieve a balanced approach to the needs of that student relative to the needs of the class students and the learning environment of the class. This requires the application of professional skill and judgement in each individual case, while considering the student(s) involved, specific circumstances/context of the incident and the impact on and perception of other students.

It is the responsibility of every member of the school community to maintain a classroom and school environment that is supportive of the learning of every student in the school and which ensures continuity of instruction for all. The whole school community of Marist College responds to inappropriate behaviour as follows:

- Preventative measures
- Discussion(s) with student
- Sanctions
- Communication with Parents/Guardians
- In-school and outside-agency Intervention

## Behaviour Guidelines and Expectations for Students of Marist College

### (i) Attendance

Regular attendance is an essential component of a student's progress, therefore students and parents are required to adhere to the school's attendance monitoring procedures.

- The School Staff records absences each morning and afternoon.
- **Following any absence (for a full day or part of a day) from school a note of explanation, in the school journal must be signed by parent/guardian. This note should be given to the Head of Year or the teacher of the first class on the first day of returning to school. The onus for this is on the student.** In cases where a Parent/Guardian knows in advance that a student will be absent, they should contact the school. A written note in the journal is also required upon the student's return to school.
- Students must attend all scheduled classes each day.
- Anyone feeling unwell should report to the office with the prior permission of their teacher. The school will then ring home to seek Parental Permission for the student to go home or the student will return to class as directed by the parent. Should absence, through illness, occur on a repeated basis, medical referral/evidence may be requested by the school. **(Under no circumstances should a child seek to contact a parent either by text or call from a mobile phone if feeling unwell)**
- Students must not leave the school without a written request from their Parent/Guardian. They must sign out at the office upon leaving the school, having obtained the written permission of the Principal or Deputy Principal. Students are required to sign back in at the office upon their return. Any student who leaves school without permission will face a

sanction. **A student who leaves the school or is absent from a timetabled class, without permission, will be suspended from school.**

- A class roll is taken during first class, a text message will be sent to the parents/guardians of students who are marked absent.
- Parents/Guardians collecting students must sign them out at the front office. Students do not have permission to leave the school independently.
- Each student's attendance record forms part of his term report.
- The school is bound by law to record a student's attendance record and inform the Education Welfare Officer if a pupil has been suspended for more than six days or if a pupil has been absent for 20 days.

## (ii) Punctuality

Punctuality is essential to school life as it leads to a better learning environment for all students. The school will open to receive students at 8.15am. The school does not accept responsibility for students prior to 8.15am. Students are expected to be present in class at 9.00am each morning and 1.45pm each afternoon.

1. In the morning, students should collect all books/materials/journal when the first bell rings at 8.50am and be in the classroom when the second bell rings at 9.00am.
2. **The back gate will be locked at 8.50am each morning.** From 9.00am, entry will be through the front office only where students will sign a late sheet. Late attendance without a valid and reasonable written parental explanation is not acceptable. Students coming late to school are responsible for signing in at reception. Should students be late for school, a note of explanation is required.
3. In the afternoon, students begin collecting books/materials/journal with the first bell at 1.35pm and be in the classroom when the second bell rings at 1.45pm.
4. Students must move promptly between classes and adhere to the school timetable at all times.
5. Any student late for class will have same recorded on VShare.

**Three lates per term without an explanation will merit a detention.**

## (iii) Exempt Students

Students exempt from any subject must remain in the classroom and study relevant material.

## (iv) School Uniform

The School Uniform is visual evidence of a student's membership of our school, therefore the school expects the full cooperation of Parents/Guardians to ensure that a student is dressed in full School Uniform every day. A School Uniform fosters a sense of school identity, promotes uniformity of dress standards and consequently reduces peer pressure.

- Only the school uniform and the official school jacket may be worn on school premises during the day (Please see details of same under 'Dress Code' below). Jackets, tops, hoodies etc. should not be worn on the school premises at any time – they will be confiscated for the day. Repeated breaches will lead to further sanctions.
- All Students are expected to be in full uniform before they are admitted to class.
- Students representing the school at sporting or other extra-curricular activities, either as active participants or as supporters must be dressed in complete uniform. This applies to all school outings unless explicitly directed otherwise by a member of staff.
- In exceptional circumstances where a student arrives to school without the full school uniform, they must present a written note of explanation (in journal) to the office from their parent/guardian before attending classes. The note must be retained by the student and be made available upon request to any member of staff. ***The provision of the above exceptional rule does not mean that it will be acceptable to repeatedly provide notes for students to arrive with incomplete uniform. In such cases the parent will be contacted to seek a resolution to the problem.***
- If a student is out of uniform without a note their parents/guardians may be contacted to bring in a uniform or to collect the student from school.
- Students sitting Public Examinations will be required to wear school uniform for the duration of the exams.

**Continuous abuse of uniform rules will lead to detention.**

The School's uniform is as follows:

- Grey V-necked College Jumper
- Plain grey formal trousers (skinny jeans or tapered trousers are not permitted)
- Plain grey shirt
- College tie
- Polo Shirt (**optional in terms 1 and 4 only**)
- Official College jacket. **If a student wishes to wear a jacket to school, it must be the official school jacket. Any other jacket is not permitted in school.** The school jacket can be purchased from the usual uniform suppliers

## (v) Personal Appearance

### a) Jewellery

The wearing of any jewellery except wrist watch is forbidden. Students are not permitted to wear any earrings or piercings at any time inside or outside the school building (this includes break times) **Breach of this rule will result in the jewellery being confiscated.**

**Confiscated jewellery may be collected one week later by the student. Failure to comply with this sanction may result in suspension from the school.**

### b) Hairstyles

Hairstyles, hair tinting or colouring must conform with the uniform appearance of the students. Unconventional or extreme/loud colours/styles are not permitted. If in doubt please consult with School Management previous to styling.

### c) Clean-Shaven

Students are expected to be clean-shaven and to keep their hair neat and tidy and be of reasonable length. The school authorities will decide on what is reasonable in this regard their decision will be final.

**In all cases, the College authorities are the judges of acceptable of appearance.**

## (vi) Behaviour

### a) Classroom Behaviour

In order to create the optimum teaching and learning environment, all students are expected to abide by the following guidelines.

1. To be respectful of teachers and fellow students by not using conversation, language or behaviour which is inappropriate for class.
2. To sit at their assigned desk and take out all materials/books/school journal.
3. To participate fully in classes, to complete all work assigned to them by the teacher and to allow other students to do likewise. With the exception of illness, if a student is absent from class for other reasons e.g. – at a match/fundraising activities etc., they are expected to find out and complete homework given in their absence.
4. To listen attentively while another student speaks and not to interrupt before that student has finished speaking.
5. To enter and leave the classroom in an orderly fashion.
6. To respect all property while in the classroom. This means not writing on or damaging in any way books/bags/uniform or possessions of other students or school property.

**Any student who is deemed to be interfering and/or disrupting the teaching and learning of other students will be dealt with as a serious matter by school management.**

### b) General Behaviour

The Board of Management stresses that any behaviour by a student of Marist College which takes place on or off the school premises, on a trip or tour, or outside the school day but which impacts in a serious and negative way on other members of the school community is covered by the Code of Behaviour and comes within the remit of the Board.

Such behaviours include:

- Verbal attacks on or attempts to intimidate any member of the school community
- Theft, damage to or interference with the property of any member of the school community.
- Intimidation or bullying of another student which impacts on the well being of the student. This includes the use of mobile phones and network sites for this purpose.
- Involvement in the use, handling distribution or sale of illegal materials.

- Involvement in any illegal activity.
- Fighting or endeavouring to arrange a fight on school property will not be tolerated and will be dealt with most severely, resulting in automatic suspension.

### (vii) School Property and Environment

1. Students are expected to maintain a clean and tidy environment in classrooms, corridors and yard. Failure to observe this rule may result in students having to remain after school to tidy school buildings or yard.
2. Students known to have intentionally damaged school property will be responsible for replacement/repair costs. Serious damage to school property will be considered by the Board of Management and could result in suspension or permanent exclusion. Stealing of items of school property or another's property will be dealt with in a most serious manner. On investigation, the Principal Deputy Principal and YearHead will decide whether or not it is necessary to inform the Gardai.

### (viii) Student's Property

1. Students take a large amount of property to school each day (books, equipment, coats, bicycles, personal items etc.). **They must take care of their own property in a responsible way and they must respect the property of others.**
2. Students who take their bicycles to school should ensure that they are properly locked.
3. All items of property should be clearly marked with the student's name.
4. Gear bags must be left in the designated area for Gear bags adjacent to the 1<sup>st</sup> Year yard and should not be brought inside the school building.

The school is not responsible for the theft, loss or damage of any article is not accepted by school authorities.

### (ix) Homework

Homework represents an important aspect of student learning and the development of positive learning habits for each student. The school relies on support from the home and aims to keep parents well-informed.

Use of the Student Journal is central to the school's approach to homework. It is vital that all students possess a Journal.

Teachers instruct students to record homework assigned in the student Journal to ensure a clear understanding of the homework assigned. All homework set by teachers should be completed to an acceptable standard. Homework includes learning and written assignments, revision of material covered in class and project work.

The following guidelines reflect the school's approach to homework:

1. Instances where students do not complete homework can be noted in the Teacher's Journal, on VShare and in the appropriate section of the Student Journal. This also records the particular date and allows for easy identification of patterns.
2. A similar approach will be taken for instances where homework is unsatisfactory.
3. Where the situation has not improved, parents will be requested to meet with the YearHead and/or subject teacher to discuss the issue.

Homework is a vital part of school life and must be done carefully and consistently. Failure to complete homework is not acceptable and will be dealt as above.

**In the event that a student has failed to produce homework on 5 occasions per term in any subject without a note of explanation will result in detention.**

## (x) Toilets

Parents are expected to inform the school management in writing of any medical problems affecting the frequency of toilet use. However, in order to minimise spurious requests to use the facilities, the following procedures will apply:

1. Students should visit the toilets
  - before 8.55am
  - during morning break (11.00am – 11.15am)
  - at lunchtime (1.15pm – 1.45pm)
2. Toilet visits should not occur during times of class changeover. Permission should be obtained from the teacher of the following class period.

Where some students' use of toilets becomes a cause for concern, clarification may be sought from parents regarding the health status of the individual concerned.

**All visits to toilets during class times will be recorded in the 'Permission to Leave Class' section of the school journal.**

## (xi) Lockers

Lockers will be issued by the school. No unauthorised use of lockers will be permitted.

Students may only use their lockers at the following times:

- before 9.00a.m.
- between 11.00a.m. and 11.15a.m.
- between 1.15p.m. and 1.45p.m.
- after last class.

In exceptional circumstances a class Teacher may give permission to a student to visit a locker at other times according to an agreed procedure in the classroom. **All visits to the locker during class times will be recorded in the 'Permission to Leave Class' section of the school journal.**

**Students who do not adhere to this will be locked out of their lockers for the remainder of the day.**

## (xii) School Journal

The School Journal is the official means of communication between Parent(s)/Guardian(s) and the school authorities. The College homework Journal is a required textbook for all students of the College. Students must have the journal in their possession at all times in school and use it appropriately. A Staff Member may review it at any time and Parent(s)/Guardian(s) are requested to monitor it on a regular basis.

Students are expected to keep it in their possession and treat it with care and respect. The journal functions as a vital link between home and college.

- Teachers may use the diary to communicate information such as test results and in-class behaviour to parents
- Parents use the diary to excuse students' absences/lates and to pass on relevant information about their sons. Students should note that their diary is not private and should not contain personal or sensitive information.
- It is to be used for recording all homework and for communications between home and school. **Possession of a journal is a necessary requirement for admission to class. Detention may be given to a student who does not have their journal on any given day, including Assembly or Form time.**
- **Lost or defaced journals must be replaced immediately.**
- It is each student's responsibility to look after their journal and students found defacing their journal will be placed on detention. Students who deface another student's journal will be sanctioned.
- Parents/Guardians are expected to examine the journal on a regular basis and to sign it at least once per week. 6<sup>th</sup>, 5<sup>th</sup>, TY and 3<sup>rd</sup> year students must have their journals signed for their weekly assembly. 1<sup>st</sup> and 2<sup>nd</sup> years must have their journals signed for their weekly Wellbeing class. **Failure to have journal signed on two consecutive weeks will result in detention.**
- **Forging parents'/guardians signatures in the diary will be treated as a serious breach of school rules.**
- **No journal on two consecutive days will result in detention. This will be logged on VShare.**

## (xiii) Mobile Phones and Electronic Devices

1. Should it be absolutely necessary for a student to have a mobile phone, for use coming to and from school, it must remain switched off (unseen and unheard) and out of sight at all times during school hours apart from break time and lunchtime.
2. Students may get permission from classroom teacher to use device for educational purposes only.
3. Any infringement of this rule will result in the automatic confiscation **of the phone and sim card for three consecutive school days.** The phone may only be retrieved following a meeting between the Parent/Guardian and the school management.
4. No photographs may be taken or recordings (audio or video) made with mobile phones. Using phones in such a way can seriously infringe upon people's rights. Appropriate sanctions will be imposed. Taking and sharing an image or video of a person or scene which adversely affects the privacy of others or is damaging to the school's image and reputation will result in confiscation and suspension/expulsion of the student concerned.

5. Incidents where students use mobile devices to bully other students will be treated as serious breaches of discipline (Anti-Bullying Policy). It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.
6. Students participating in school related activities (e.g. Study, Extra-Curricular Activities, School Trips, Tours etc.) must abide by the school rules governing such activities.

All essential calls by students are to be made outside the building or through the school office only during the morning and lunch breaks. At all other times Parents/Guardians who wish to contact their son, or vice versa, should do so through the College office: 090 647 4491

**Refusal to hand over a phone when requested will result in automatic suspension.**

## (xiv) Respect

### a) School Personnel

A positive school ethos is based on the quality of relationships and this ethos is promoted in Marist College. This positive ethos permeates all the activities of the school and helps in forming a strong sense of social cohesion and sense of community within the school. Students are expected to be respectful, truthful and mannerly to all staff, students and visitors to Marist College. Staff includes teachers, SNAs, office staff, caretakers, bus drivers and all auxiliary staff.

**Disrespect and defiance to any member of staff, permanent or substitute, will be viewed as a very serious breach of discipline. It may warrant immediate withdrawal from class and may include suspension and interview with parent(s) or guardians**

### b) Respect for Other Students

Students must show respect for one another in all their dealings and interactions. It is a primary objective of the College that no individual student will disrupt the educational progress of others.

Respect and kindness are at the core of the ethos of Marist College and all members of the school community have the right to be treated with dignity and courtesy. Each member of the school community is expected to treat others as they would like to be treated.

Students should not engage in any activity that could be interpreted by others as harassment, intimidation or bullying. Harassment which is any unwelcome behaviour (including physical intimidation, verbal abuse, sexual harassment, any identity based bullying including homophobic and transphobic behaviour and racism) that interferes with the well-being of any member of our school community will not be tolerated. The school anti-bullying policy forms part of this Code of Behaviour.

## (xv) Procedures for Breaktime and Lunchtime

The College Code of Behaviour applies fully at break and lunch time.

- No student is permitted to leave the school grounds at break and lunchtime.
- Students are not permitted to venture into the trees/undergrowth and the Hermitage Building on the College grounds under any circumstances.
- All students are expected to be back in their classrooms by 1.40pm at the latest so that they can adequately prepare for their afternoon classes.
- Students must queue in an orderly fashion at the canteen.
- When the students have eaten their lunch all waste and litter should be put in the nearest bin.
- Breaches of these rules may result in sanctions being applied.
- Students may be placed on lunchtime detention if it is deemed necessary.

## (xvi) Smoking and Vaping

Smoking and vaping are strictly prohibited in Marist College. It is our hope that students will respect their own health and the health of others and not smoke at all.

- **1<sup>st</sup> Offence will result in a detention.**
- **2<sup>nd</sup> Offence will result in a one day suspension**
- **Thereafter, three day suspension.**

## (xvii) Alcohol and Illegal Substances

This section of the policy is drawn up in line with the following current legislation:

- The Education Act with its emphasis on the social and personal development of the students including healthy living.
- The National Drugs Strategy 2017-2025
- The Misuse of Drugs Act 1977 and 1984
- Tobacco Regulations 1995 and Public Health (Tobacco) Act 2002

Students must not use, distribute or sell alcohol, stimulating or illegal drinks/substances/solvents at any time on school campus or during school related activities.

Possession and trafficking in illegal drugs is against the law. The Substance Abuse Policy forms part of this Code of Behaviour.

Sanctions:

- **A student who is in possession, sells or distributes alcohol or legal/illegal substances to other person(s) in the school or during school related activities will be temporarily or permanently excluded**
- Legal/Illegal substances confiscated in the school will be passed to the appropriate authorities for identification purposes.

## (xviii) Student Cars

Students who wish to drive to school **must sign an agreement form** at the start of the school year. Under this agreement:

- Students must hand in their car keys to the Deputy Principal **each morning**. Keys can be collected at the end of the school day.
- Parking for students is provided in front of the Hermitage. **Student cars are not permitted to park anywhere else.**
- **Students are expected to observe the rules of the road and respect the need for extra vigilance in the vicinity of the school.**
- Students are not permitted to carry other passengers (other than siblings) in their cars on school grounds.
- Students may not take their car on school trips/matches.
- Students who bring a car on to the school grounds do so at their own risk.

## **Implementation of the Code of Behaviour**

Breaches of the Code of Behaviour cause disruption. It is the responsibility of the school authorities to provide an environment which is supportive of the learning of every student.

Strategies for dealing with misconduct focus on the behaviour, not the person. The strategies are used to help all students to appreciate and to benefit from a positive learning environment.

## Our Discipline Strategy

### **(i) Pastoral Care**

We believe that pastoral care is a whole school process and involves all School Staff. In cases which deal with issues of a sensitive nature students will be referred to one of the Pastoral Care Team.

A Year Head meeting will be held weekly, one for Junior Years and one for Senior Years. This will be made up of the relevant Year Heads, Deputy Principal and Principal. Issues such as attendance, behaviour, reports from VShare or teachers, concerning student behaviour will be reviewed weekly.

### **(ii) Detention**

Attendance at detention is **compulsory** for all those concerned. School detention will take place on Saturday mornings between 9.30 – 11.30am. Parents will be notified appropriately and the onus is on the parents to make arrangements to collect their son at 11.30am. **Students must wear school**

**uniform** and complete assigned work while on detention. Other than verifiable medical appointments, students are expected to attend, without exception, on the date indicated by their letter to parents. Failure to attend will result in two consecutive detentions and thereafter will result in a suspension.

At the discretion of the school, students may be placed on lunchtime detention.

### **(iii) Loss of Privileges**

Privileges such as representing the school, school outings, use of school facilities etc. may be withdrawn from students who are in breach of this code.

### **(iv) On Report**

The school may decide that it is in the interest of a pupil to be "On Report". This will happen after the school feels the pupil is failing to make satisfactory improvement. "On Report" involves the student getting a Report Card each morning, signed at the end of each class by his Teacher and bringing it home that evening to be signed by parent/s. The signed report sheets are returned to the Year Head. If there is no improvement then, Parent(s)/Guardian(s) will be invited to the school to discuss the matter.

### **(v) Suspension**

The College Board of Management reserve the right to impose internal or external suspension as the occasion warrants and will formally delegate the authority to suspend to the Principal. The Principal can suspend a pupil for a period of varying duration depending on the seriousness of the misconduct and whether or not it is a repeat offence. Parent(s)/Guardian(s) have a right of appeal to the Board of Management.

### **(vi) Expulsion**

The College Board of Management reserve the right to permanently exclude a student from the College should the actions or behaviour of the student so warrant.

## Behaviour and Sanctions Procedures

### General Procedures

1. Any breach of classroom discipline will, in the first instance, be dealt with by the classroom teacher. The classroom teacher may counsel, reprimand or impose a sanction on the student as appropriate. Sanctions include; a written punishment exercise, confiscation of property (e.g. mobile phone) or contact with parents.
2. Where the behaviour is repeated, involves failure to produce homework or is of a more serious nature, the class teacher will complete a VSware report and/or refer the matter to the Year Head.
3. The Year Head will counsel, reprimand or impose a sanction on the student as appropriate. Sanctions include placing the student on detention, contacting parents, inviting parents to visit the school. Where a student is placed on detention adequate notice in writing is given to parents. Internal suspension may also be considered. The Year Heads will meet with the Principal and Deputy Principal during the weekly meeting where issues of concern will be discussed.
4. Where the above procedures have been followed and there is persistent low-level disruption or misconduct; where there is a once-off incident of a very serious nature – intimidation, bullying, bad language, damage to property, harassment, refusal to obey reasonable instructions or disruption to the educational process; where students have failed to comply with the sanctions outlined above or where there are other considerations which merit it, the matter may be referred to the Deputy Principal or Principal. The Deputy Principal will investigate the matter. Following investigation sanctions may be applied – these may include counselling the student, reprimand, detention, formal written warning to parents, a recommendation for suspension or other sanction. The Deputy will report to the Principal on a daily basis.
5. Where an investigation is carried out a brief note will be maintained by the person carrying it out. Where any student is interviewed about alleged or suspected wrongdoing by others or by themselves a brief note of the interview will be taken; students may be asked to make a written statement about their knowledge of an incident.
6. Where there is persistent low-level disruption or misconduct and the student has failed to respond to the strategies followed so far; where there is a once-off incident of a very serious nature; where students have failed to comply with the sanctions outlined above or where there are other considerations which merit it, the matter may be referred to the Principal. The Principal will review the matter and will, if necessary, engage in further investigation. Following review and/or investigation one or more of the sanctions outlined in paragraph 3 above may be applied. The Principal may suspend a student from the school when such authority has been formally delegated by the Board of Management. The Principal will report on discipline matters to the Board of Management at their regular meetings.

7. A decision to expel a student rests solely with the Board of Management. Where it is decided to expel a student, or where the cumulative number of days on suspension for a particular student exceeds twenty in one school year, parents will be informed of their right to appeal the decision to the Trustees or to the Department of Education and Science under Section 29 of the Education Act.
8. TUSLA – the Child and Family Agency- will be informed of any suspension of six days or more and of any expulsion. Tusla shall also be informed if any suspension gives rise to a situation where a student’s total absences for the school year exceed 20 days. Appeals may be made to the Department of Education and Science in the case of an expulsion or where the cumulative total number of days on suspension for a student exceeds twenty in any one year.

### Procedures to be followed in the event of a Suspension

1. The matter will be very serious; either a pattern of persistent misconduct or a serious once-off incident.
2. The issue will be fully investigated by the Principal or Deputy or a person with delegated responsibility, other than the offended party. Witnesses to the event(s) may be interviewed. A written record of the investigation will be kept.
3. The student against whom the complaint is made will be given an opportunity to present their side of the story. The student will be asked to give an account in writing.
4. The parent will be given an opportunity to present their case. Where a suspension is being considered a student may be required to stay at home until their parents visit the school.
5. Parents will normally be advised in writing of a decision to suspend. The letter will include the following:
  - Notification of the decision & reason(s) for same
  - The effective date and duration of the suspension
  - A clear statement that the student is under the care of the parents/guardians for the duration of the suspension
  - Expectations of a student while on suspension
  - If the NEWB has been informed, this should be stated
  - Rights of appeal (if any) e.g. if a Section 29 Appeal if applicable
  - If consideration is being given to expulsion as a sanction in this instance, the letter must state this unambiguously.
6. The Board of Management will formally delegate the authority to suspend to the Principal. All suspensions will be reported to the Board of Management at their next ordinary meeting. There is no appeal against a suspension of three days or less.

7. Suspensions for a period longer than three days will normally be considered by the Board of Management, except in the case of very a disruptive pupil who has already been suspended. In this case the Board may delegate authority to suspend such a pupil for up to one week to the principal. Prior to a decision being made to suspend a pupil parents will be given an opportunity to make their case to the Board or Principal.
8. Where the Board of Management suspends a student, and the cumulative number of days suspension for that student exceeds twenty in any one school year, parents will be informed of their right to appeal the decision to the Trustees and/or the Department of Education and Science.
9. Where a proposal to suspend is before the Board of Management and a student is involved in a further serious disciplinary incident that student may be required to stay at home or be suspended for a period up to three days, until the matter is decided upon by the Board of Management, whichever is the earlier. In that event the Board will take the further incident into account in reaching its decision.
10. Parents/Guardians have the right to appeal the suspension decision within 14 calendar days to the Board of Management in compliance with Section 28 of the Education Act 1998. In the event of a successful appeal to the Board of Management, the suspension will be removed from the student's record.

#### **Procedures for return to College following suspension**

The Board may request agreed conditions for the formal reintroduction of the student into the College. For example, but not limited to:

- Meet with the Principal and/or Deputy Principal.
- Attendance at counselling.
- Undertakings of good behaviour.
- Other pastoral supports.
- On Report for a defined period of time.
- To attend at least one appointment at the Guidance / Counselling office.

#### **Procedures to be followed in the event that expulsion is being considered:**

1. The matter will be very serious; either a pattern of persistent misconduct or a serious once-off incident.
2. The issue will be fully investigated by the Principal or Deputy or a person with delegated responsibility, other than the offended party. Witnesses to the event(s) may be interviewed. A written record of the investigation will be kept.
3. The student against whom the complaint is made will be given an opportunity to present their side of the story. The student will be asked to give an account in writing.

4. The Parent/Guardians will be given an opportunity to present their case. Where an expulsion is being considered a student may be required to stay at home until the matter is referred to the Board of Management.
5. An emergency meeting of the Board of Management, with a single item agenda will be called, as soon as practicable to determine the issue. A minimum of three days notice will be given to parents in such case.
6. At the start of the meeting the Chairperson shall enquire whether any member has a conflict of interest in respect of the matter being considered by the Board. Where the Board is satisfied that a conflict of interest exists, the member(s) involved shall withdraw from the meeting at the same time as the parents (or guardians), student (if over 18 and representing himself) and the Principal.
7. Written documentation will be supplied to parents and Board Members with the notice of the Board meeting. Such documentation will include
  - The details of the allegation against the student
  - A copy of the case to be presented against the student at the Board hearing
  - A copy of any supporting documentation that may be used by the school in support of its case
  - A clear statement that expulsion is being considered as a sanction in this instance.
  - An invitation to make a written submission and/or to be present and heard at the hearing
  - Expectations of the student (while on suspension pending a hearing)
  - A statement that the TUSLA has been informed, this should be stated
  - Rights of appeal e.g. Section 29 Appeal
8. Parents may be accompanied at the Board hearing but, as this is a lay Forum, legal representation is not the normal practice.
9. The Principal will present the case against the student and will be available to answer questions from Parents/Guardians and Board Members.
10. The Parents/Guardians (or student over 18) will present their case and will be available to answer questions from the Principal and Board Members.
11. Once the Principal and the Parents/Guardians have made their presentations they will withdraw from the meeting.
12. Should the Board require the professional advice of the Principal, the Principal may be invited to return to the meeting briefly for that purpose. While the Principal is present, there will be no discussion on the merits of the particular case being considered.

**13.** When considering an expulsion or a long-term suspension the Board will ensure that the following factors are given due consideration:

- the seriousness of the misbehaviour
- the likelihood of a recurrence
- the impact the misbehaviour is having on the learning of others
- the safety of students and teachers in the school
- the degree to which the behaviour was in violation of written school rule(s) and the relative importance of the rule(s)
- whether the incident was perpetrated by the individual on his/her own or whether as part of a group; if as part of a group, the extent to which the individual is responsible for the misbehaviour
- the extent to which parental, peer or other pressure may have contributed to the misbehaviour
- the frequency of misbehaviour from the student
- the cumulative discipline record of the student
- what other sanctions have been tried and the level of success of such sanctions
- the responses of the student and his/her parents or guardians to any previous misbehaviour
- the academic, attendance and extra-curricular record of the student
- the age of the student
- whether the student is of school-leaving age
- whether the student is due to sit for any State Examinations in the near future

**14.** The Board will reach its decision and will record the reasons for deciding as it does.

**15.** Where the Board of Management decides to expel a student, the parents/guardians (and/or a student over 18) will be informed by letter delivered by registered post. The letter will include the following:

- Notice of the decision to expel and the effective date of the expulsion (this shall not be before the passing of 20 school days following the receipt by an Educational Welfare Officer of the notification to expel)
- The reasons for the expulsion
- Their right to appeal the decision under Section 29 of the Education Act and information about the Appeal process including the titles, phone number(s) and addresses of the relevant authorities and that the student will remain out of the school until the outcome of an Appeal (if any) is known.
- A statement that the TUSLA has been informed
- A clear statement that the student is under the care of the parents/guardians for the period of 20 days required by the Education Welfare Officer of TUSLA to examine alternative provision for the student

## Review and Evaluation

A successful Discipline Strategy, if working effectively will not be over used as the number of sanctions will reduce with its effective implementation. If this strategy is found to be ineffective it will be reviewed and the appropriate amendments made.

This policy will be reviewed regularly. Ongoing review and evaluation should take cognisance of changing information, legislation, developments in the school based programme and feedback from Parents/Guardians, Staff and Students. The policy will be revised as necessary in the light of such review and evaluation, and within the framework of school planning.

## Communication and Ratification

This policy will be posted on the school website. Any parent wishing to obtain a copy may collect one from the school office.

Ratified by the Board of Management on 2<sup>nd</sup> July 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Chairperson BOM)

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Principal /Secretary BOM)

-----  
Signed: Student \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_