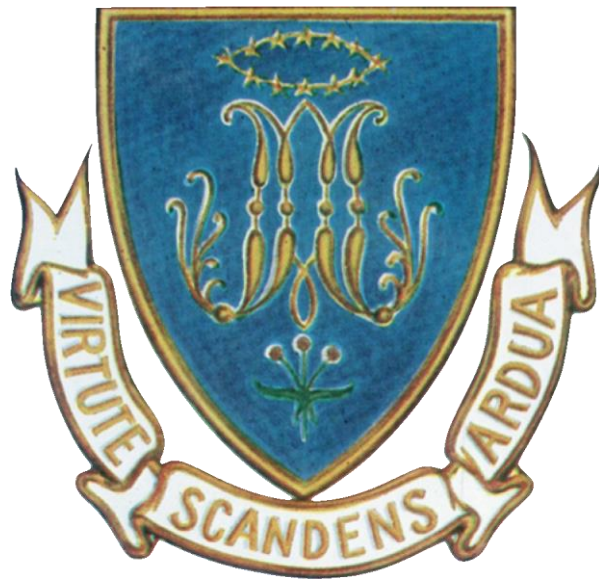


MARIST COLLEGE



CODE OF BEHAVIOUR

CODE OF BEHAVIOUR

Introductory Statement

This code of behaviour has been devised by the staff of Marist College in consultation with members of the Board of Management , the Parents Association and the Student Council.

The code is a reworking of the previous College Code of Behaviour to ensure that it is in compliance with legal requirements and good practice as set out in “Developing a Code of Behaviour: Guidelines for Schools, NEWB 2008 “The Education Welfare Act, 2000, Section 23 (1) specifies that the code of behaviour be prepared and it details in Section 23 (2) that the code of behaviour specify:

- (a) the standards of behaviour that shall be observed by each student attending the school;
- (b) the measures that shall be taken when a student fails or refuses to observe those standards
- (c) the procedures to be followed before a student may be suspended or expelled from the school concerned
- (d) the grounds for removing a suspension imposed in relation to a student:
- (e) the procedures to be followed in relation to a child’s absence from 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.

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.**

It is with this overall aim in mind that we count on your support and equally expect students' full co-operation with teachers at all times.

It is in the best interests of Management, Teachers, Parents, Guardians and Students to have an effective and fair disciplinary code which will allow all the interested parties which form the school community to work together in an atmosphere of mutual respect.

Parents and a supportive home environment play a crucial role in shaping the attitudes, which produce good behaviour in school. This in turn helps to mature students for adult life by fostering in them the essential senses of self-discipline, self-esteem, and respect for the persons of others and their property as well as allegiance to their communities. We would therefore, appeal to you for support in our aims and to ensure that your son co-operates fully with the Staff of the College in the implementation of the Code of Behaviour.

KEY POINTS OF DAILY CODE OF BEHAVIOUR

1. **PUNCTUALITY:** Students are expected to be present in class at 9.00 am each morning and 1.15 pm each afternoon. The back gate will be locked at 8.50 am each morning. Entry will be through the front office from 9.00 am. where students will sign a late sheet. Should students be late for school, a note of explanation is required. Three lates per term will result in a detention.

2. **UNIFORM:** The wearing of the correct and complete uniform is a most important part of school discipline. All Students are expected to be in full uniform before they are admitted to class. Internal vests/t-shirts should are not to be visible.
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.
Only school uniforms may be worn inside the school building during the day. Jackets, tops hoodies etc. should not be worn inside the school/into classrooms – they may be confiscated for the day. Continuous abuse of this may lead to detention.
Students sitting Public Examinations will be required to wear school uniform for the duration of the exams.
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.

3. **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 mat result in suspension from the school.

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 and their decision will be final.

4. ABSENT FROM SCHOOL: Following any absence from school a note of explanation, in the school journal must be signed by parent/guardian. This should be given to the Head of Year on the first day of returning to school.

A student who leaves the school or is absent from a timetabled class, without permission, will be suspended for three days. A class roll is taken during first class, a text message will be sent to the parents/guardians of students who are marked absent.

Students must have a note in their journal if they wish to leave school during the day. This must be signed by the Principal or Deputy Principal. Parents/Guardians collecting students must sign them out at the front office.

5. MOBILE PHONES:

The rules governing the use of mobile phones in school areas are: -

- (a)** Mobile phones are to be switched off at all times inside the school building.
- (b)** Calls are to be made outside the building only during the morning and lunch breaks.
- (c)** 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

The use of phones inside school buildings will result in same being confiscated and they will only be returned one week later. Refusal to hand over a phone when requested will result in suspension.

Use of video-imaging phones which adversely affects the privacy of others will result in confiscation and suspension/expulsion of the student concerned.

6. JOURNAL

The College homework Journal is a required textbook for all students of the College. 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. 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 may be automatically suspended.

Parents/Guardians are expected to examine the journal on a regular basis and to sign it at least once per week.

6th, 5th, TY and 3rd year students must have their journals signed for their weekly assembly. 1st and 2nd years must have their journals signed for their weekly SPHE class.

7. BOOKS FOR CLASS

It is an essential requirement that all students use their timetable to ensure that they have with them all the books and equipment needed for a particular class. This is necessary for the successful conduct of each class and compliance with this requirement is essential for admission to class.

8. SMOKING/VAPING:

Smoking and vaping are strictly prohibited in Marist College. Any student found to be smoking/vaping or in possession of such materials will automatically be suspended for three days.

9. SNACKS

Eating of snacks etc may only take place during the morning and lunch breaks. Chewing gum is banned from the school. All litter must be placed in the bins provided. Students may be asked to tidy an area which has been littered.

Students in breach of these rules will be placed on detention.

10. 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: (a) before 9.00a.m. (b) between 11.00a.m. and 11.15a.m. (c) between 1.15p.m. and 1.45p.m. (d) after last class. Students should not go to their lockers between classes. Students who do so will be locked out of their lockers for the remainder of the day.

In exceptional circumstances a class Teacher may give permission to a student to visit a locker at other times according to an agreed procedure.

11. GEAR BAGS :

Gear bags must be left in the designated area for Gear bags adjacent to the Senior yard and should not be brought inside the school building. Gear bags found inside building in student circulation areas may be impounded for a minimum of 2 days.

12. RESPECT FOR TEACHERS:

All staff are to be treated with respect and courtesy. Any showing of disrespect will be recorded by the class teacher and dealt with appropriately. Confrontation with a teacher in class and the disruption caused as a result will be dealt with as a serious matter by the Year Head and/or Principal.

13. RESPECT FOR SCHOOL PROPERTY :

Students known to have damaged school property will be responsible for replacement 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 Year Head and/or Principal will decide whether or not it is necessary to inform the Gardai.

14. 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. Fighting in any circumstances will not be tolerated and will be dealt with most severely, resulting in automatic suspension.

Students are reminded that their behaviour on their way to and from school is as important as within the school and will be dealt with accordingly. In fact any behaviour at any time by students of Marist College which reflects on the College will be considered by the Board of Management.

15. USE OF TOILETS

Students should obtain permission to visit the toilet and there will be a system in operation which must be followed. Toilet visits should not occur during times of class changeover. Permission should be obtained from the teacher of the following class period. Parents are expected to inform the class Form-teacher in writing of any medical problems affecting the frequency of toilet use.

16. FRONT HALL:

Students should not enter the front hall at any time, unless directed to be there by a staff member.

17. HOMEWORK:

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 with by the class teacher. In the event that a student has failed to produce homework on 5 occasion in a term the student may be placed on a school detention.

A weekly disciplinary meeting will be held each week, 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 eportal or teachers concerning student behaviour will be reviewed weekly. It may be necessary to impose sanctions or to call students before the committee from time to time.

The College reserves the right to amend or add to the above rules as becomes necessary. Being a student of the College implies acceptance of and compliance with the rules outlined above.

The standards and rules contained in this code of behaviour also apply in any situation where the student, although outside the school, is still the responsibility of the school e.g. school tours, school games, extracurricular activities and events organised by the school etc. It is suggested that parents make use of student's journal for writing notes to the college re: any of the above matters.

DETENTION: School detention will take place on Saturday mornings between 9.30 – 12.30 PM. Parents will be notified appropriately. Students must wear school uniform and complete assigned work while on detention
Failure to attend on two occasions will result in a suspension, following which the detention must still be served.

DAILY REPORT Students who disrupt the learning progress of others may be placed on Daily report. These report sheets must be signed at the end of each class by the class teacher and each night by the Parent/Guardian. The signed report sheets are returned to the Year Head or Deputy Principal/Principal the following morning.

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.

EXCLUSION: 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 an eportal 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 Disciplinary Committee 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.** Grounds for removing a suspension: Following a suspension the parents/guardians (or student over 18 years) may seek a meeting with the Principal to discuss the matter further and to make further representations. Where the school is satisfied that new circumstances have come to light that have a bearing on the matter, the decision to suspend may be reviewed (by those who made the decision) and an alternative sanction imposed if deemed appropriate.

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

Promoting positive behaviour

It is the policy of this school to promote good behaviour and acknowledge achievement, participation and contributions to Marist College.

Each year has a Year Head and class in first, second and third year has one SPHE class per week. This covers modules in substance abuse, relationships, health and safety and other such issues.

Teachers use a variety of methods to reward students for upholding our code of behaviour.

These include:

- verbal praise in class or privately
- positive comment to Class Tutor/ Year Head
- positive note home to parents/guardians
- display of students work
- leadership role given e.g. Prefect, Student Council
- favourable comment on school report
- acknowledgement of achievement on school tannoy system
- acknowledgement on school Twitter page and/or school web site

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 5th 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.

Transition year students apply for the Gaisce Bronze Award and some carry through to the Silver and Gold Award in 5th and 6th year.

Reference to other policies

Other school policies that have a bearing on the code of behaviour include:

- SPHE plan
- Anti-bullying Policy
- Enrolment Policy
- Health and Safety Policy
- Special Educational Needs Policy

Review

This code was reviewed in September 2017 and will be discussed at staff meetings and reviewed periodically

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 in October 2017

Signed: _____
(Chairperson BOM)

Date: _____

Signed: _____
(Principal /Secretary BOM)

Date: _____

Appendix 1 (This section for Internal Use Only)

Roles and Responsibilities in implementing Code of Behaviour

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

Board of Management's Responsibilities

The board is expected to:

- **provide a comfortable and safe environment**
- **support the Principal and staff in implementing the code**
- **ratify the code and ensure that it is communicated to the whole school community**

Principal's Responsibilities

The Principal is expected to:

- **promote a positive climate in the school**
- **ensure that the Code of Behaviour is implemented in a fair and consistent manner**
- **arrange for a regular review of the code**

Teacher's Responsibilities

Teachers are expected to:

- **support and implement the Code of Behaviour**
- **develop and nurture a sense of self-esteem in each pupil**
- **praise desirable behaviour and affirm good work**
- **be courteous, consistent and fair**
- **deal appropriately with misbehaviour**
- **keep records of instance of serious misbehaviour or repeated instances of misbehaviour**
- **provide support for colleagues**
- **communicate with parents when necessary**

Pupil's Responsibilities

Pupils are expected to:

- **attend school regularly and punctually**
- **listen to teachers and act on instruction/advice**
- **show respect for all members of the school community**
- **respect all school property and the property of others**
- **bring correct materials/ books to school**
- **follow school rules**

Parent's/ Guardian's Responsibilities

Parents/guardians are expected to:

- **support the school in meeting needs of the pupils**
- **ensure that pupils attend regularly and punctually**
- **be interested in and support and encourage the pupils school work**
- **be familiar with the Code of Behaviour and support its implementation**
- **monitor the pupils progress and behaviour, regularly checking their School Journal and attending to all communications**