



St. Mary's Secondary School, Mallow

# Code of Behaviour

## Review dates

Staff	May 17 <sup>th</sup> 2015	Reviewed
Parents	May 17 <sup>th</sup> 2015	Reviewed
Student Council	May 17 <sup>th</sup> 2015	Reviewed
Board of Management	Ratified June 2015	Ratified

Due for next review \_\_\_\_\_

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## **1 How our code was developed**

The Code of Behaviour was developed through a series of consultative meetings with the Education partners: Staff, student Council and Parents Association and within the parameters of the Education Act 1998, the Education (Welfare Act 2000) and the CEIST Charter and the Mission statement

## **2 Our vision for relationships and behaviour in the school and the ways in which the school promotes good behaviour**

As a CEIST School St Mary's Secondary School is a faith community that is characterised by the quality of its personal relationships. A caring, welcoming school promotes a culture of good relationships where people thrive and grow. Relationships within the school aim to promote quality teaching and learning in an ordered and safe environment, where discipline, responsibility and accountability are achieved. We strive to build community with all the partners in education by fostering positive relationships with each other, maintaining professional standards, and by working with students in particular to help each student reach her full potential.

## **3 The School Mission Statement**

St. Mary's Secondary School, Mallow is a voluntary Catholic secondary school for girls only under the trusteeship of CEIST

- In co-operation with the Department of Education, with parental and community support and within the available resources our mission is:
- To develop a community of learning which is geared towards the holistic development of each student;
- To foster the pursuit of academic excellence, respecting the specific potential and talents of each student;
- To promote within the school community the values of a Christian, caring society;
- To value, within the total school community, self-respect, respect for others and for the environment;
- To recognise and affirm the unique value and contribution of each individual.

#### **4 The expectations for students, staff and parents in the promotion a happy school**

As part of the enrolment process all parents are afforded a meeting with Principal or Deputy Principal. At this meeting the enrolment assessment results are given to parents, the school policies are explained and parents have a chance to communicate in confidence re any special needs, fears or difficulties their daughter may have.

- 5<sup>th</sup> year students are trained to provide a mentoring programme for new first years
- Parents take responsibility for checking homework diary and ensuring that homework is completed.
- School informs parents at an early stage if problems arise.
- Students are expected to be respectful of their teachers, their peers and their environment.
- Regular tests, profiles, assessments are given to monitor progress and regularly communicated to parents.

#### **5 Roles and responsibilities of staff members in relation to code of behaviour**

##### **A Teachers:**

Each teacher has the responsibility for maintaining discipline within his / her own class and shares in the responsibility for good order in the school and school grounds.

##### **B Year Head**

The year head acts in consultation with other staff members in the area of pastoral care and discipline. The year head meets parents, guardians, students and staff.

##### **C The Student Support (Pastoral Care Team)**

The co-ordinator of the Student Support programme and the implementation of the programme is the privilege of the Principal. The student Support Team support her in this role. The team consists of the Principal, Deputy, Chaplain, Guidance Counsellor and other

teachers (2/3) chosen by the Principal. This team meets formally once a week to discuss the welfare of any students which may be causing concern. Names of students are brought to the team by individual teachers, class teachers and Year Heads. Information is shared as to the nature of the difficulty, background information as may be necessary is taken into account, and a plan is decided on. This may include:

- asking a teacher to talk with the student
- asking the class teacher or the Year Head to get involved
- decision to make contact with parents/guardians as necessary

The emphasis at all times in St Marys is on encouraging all students to behave in such a way that will allow each to achieve her full potential.

The monitoring of students by this group, in collaboration with the teaching staff and parents, alerts the school to emerging problems for a particular student or a group of students. It may also show trends and patterns, e.g. time of day or location associated with either poor behaviour or instances of particularly good behaviour. Parents are always welcome to meet the principal, class teachers, year heads, subject teachers and/or guidance counsellor and students are encouraged to talk to teachers, year heads, class teachers and guidance counsellor if they are experiencing any difficulties. Outside professional help can be facilitated if deemed necessary.

## **D Deputy Principal**

The Deputy Principal has responsibility for coordinating discipline in the school. She ensures with the cooperation of staff that good order prevails in the school. She ensures that the implementation of sanctions is fair, equitable and appropriate.

She will be consulted by Year Heads and class teachers regarding breaches of discipline. In the absence of the Principal she acts for the Principal.

## **E Principal**

The Principal has final responsibility for the day-to-day running of the school. She ensures that the implementation of sanctions is fair, equitable and appropriate.

## **F Board of Management**

The Board of Management gives formal approval to the Code of Behaviour and supports the Principal and teaching staff in the just implementation of the Code.

The Board of Management hears appeals by parents/guardians against the decision of the Principal to suspend a student.

The Board of Management decides on a recommendation from the Principal to expel a student following a hearing at which the Principal gives the reasons for his/her recommendation and the parents/guardians of the student may give reasons why the recommendation should not be approved.

## **6 The role and responsibilities of parents**

The role of parents is one of support for the principal and teaching staff in implementing the curriculum and in helping each student to reach her full potential. This may include familiarizing themselves with the content of the Parents Handbook, support for all school activities/events, input into and support for school policies, encouraging their daughter to complete homework assignments, to participate fully in class, to keep school rules and to share her talents with the rest of the school community.

## **7 The purpose and content of school rules**

Good discipline in school helps create an atmosphere where each student feels secure and is taught responsibility for her actions. To help the school run safely, justly and comfortably for all of us, rules are necessary. They are seen positively as an essential means of promoting self-respect, respect for others and respect for the environment.

1. All students shall be attendance at 8.45am each morning and at 1.45pm each afternoon.
2. Classes shall commence at **8.50am** and at **1.50pm** and all students shall attend punctually. Classes finish at **3.50pm** on Monday and Tuesday and at **3.10pm** on Wednesday, Thursday and Friday.
3. Students shall show courtesy and respect to all members of the staff and to one another. They shall obey the instructions of the class teacher. Any insolence, disruption of class, defiance by individuals or classes shall be regarded as a serious offence and is punishable.

## 8. Uniform

- a. Jumper with School Crest, navy for Seniors, sky-force blue for juniors
- b. Blue shirt
- c. Knee **length** check skirt
- d. Black tights
- e. Black Shoes

Students shall at **all times** wear the school uniform and be clean, tidy and respectable in dress and appearance. Only very discreet makeup is allowed.

School Track Suit with Crest or new PE Fleece and plain navy tracksuit ends.

Optional waterproof School Fleece Jacket. **Failure to wear the school uniform (except for medical reasons – Doctor’s Cert. required) will result in the student being refused admission to class. Non uniform clothing may be confiscated. Earrings and studs to be worn on earlobes only. No facial piercings are allowed.**

- a) All clothing, books and equipment must be marked with student’s name.
- b) Student lockers are available for the safe-keeping of students’ property.
- c) Students are responsible for their own property and the School Management cannot take responsibility for its loss.

When a student is absent from class, a written note of explanation in this diary from parents shall be given to the Principal on the morning of return and the admission slip received should then be presented to each teacher. (Under the Education Welfare Act 2000:-

- Parents/legal guardians are obliged to notify the Principal of reasons for a child’s absence
- The school is obliged to inform the Education Welfare Officer in writing where a student is suspended for more than **6** days, absent for more than **20** days, or has irregular attendance)

- 5** Students are to leave the Sports’ Complex Dressing Rooms, sewing room, cookery room, music room, science laboratory and any general-purpose room in perfect order after class.
- 6** All students shall participate in P.E. Class unless exemption has been granted at the written request of parents.

- 7 Students are forbidden to smoke on the school premises or on school outings.
- 8 Any student who interferes with or damages school property or property belonging to anyone else will have to compensate for any damage caused.
- 9 Any student remaining on in school waiting for buses, lifts or studying are to use the canteen area designated for that purpose.
- 10 Eating during class or chewing gum on the premises at any time is not allowed.
- 11 Substance abuse in any form or promotion of same is strictly forbidden. Consumption of energy drinks is also forbidden.
- 12 Any action by a student, whether inside or outside the school, which is damaging to the school or brings the school into disrepute is a breach of school rules.
- 13 Use of MP3 players, iPods and mobile phones is strictly forbidden. If confiscated they may be collected only by parents/carers.

**Further to the above rules any other breaches of discipline will be dealt with at the discretion of the Principal.**

**• Systems for acknowledging good behaviour, progress and effort**

Such acknowledgement may include oral praise, positive written comments, display of work on classroom and corridor walls, art displays, acknowledgement of achievements on the plasma screen notice board, on the intercom system and in the school newsletter and at the end of year award ceremony.

**• Where parents or students can get help when problems arise**

Parents who wish to discuss any matters in relation to their daughters' education, may contact the office and make an appointment.

Parent / Teacher meetings afford parents the opportunity to discuss their daughters' progress with individual subject teachers.

Students: speak to subject/class tutor, Year Head, Guidance Counsellor, ask parents to contact school. Students are encouraged to support each other in seeking help.

**• The consequences of unacceptable behaviour: what happens when people break the rules.**



## 9 Sanctions

**A refusal to co-operate with sanctions under the School Code of Behaviour is deemed a breach of the School's Code.**

**For Students who have been sanctioned under the School's Code of Behaviour up to and including suspensions, the privilege of attendance on school excursions will be reviewed.**

### **On breach of school rules:**

1. Teachers may issue student with a **verbal reprimand** and make a note in the Teacher's Journal of the offence.
2. On a further breach of school rules the student will receive a **note** on a designated page in their homework journal for parents to sign.
3. **Lunchtime detention (1.15-1.45pm)** one day a week

When a more serious sanction is required for breach of school rules teachers will place the student on lunchtime detention. Used for minor breaches of discipline e.g. uniform, homework, disruption of class. Students are referred for this sanction by subject teachers – work given by subject teacher relating to misdemeanour or by teacher in charge of detention. The lunchtime detention book will be reviewed by the Post holder responsible for detention and Year Head informed where students have received 3 entries.

#### **4. Alert Letter**

After incurring 3 lunchtime detentions, a notification alert letter is issued to the parents by the Post holder responsible for detention

## **5. After School Detention**

In what is considered to be a very serious or repeated breach of the Code of Behaviour students can be put on After-School Detention. After school detention is organised one day a week.

A student is informed that she will be on detention for 1 hour on a given day. A letter is sent home to communicate the sanction to parents in advance of the detention

This letter is available from the school office and is co-signed by the teacher issuing detention and the Post holder whose duty involves coordinating detention.

## **6. Discipline File**

Teachers should record a detailed account of serious breaches of the Code of Behaviour in the Discipline File as well as informing the Year Head. The Year Head co-signs and dates the entry into Discipline File.

## **7. Report Card**

If the student is recorded in the Discipline File on a second occasion, the Year Head puts the student on Report Card and the Deputy Principal is informed. The Deputy Principal will issue a standard letter to parents informing them that their daughter is on report. Students must collect and return report card on a daily basis from the Deputy Principal. If a student fails to satisfactorily complete the Report Card, or if there is a further incident of indiscipline, the student will be issued with a second (red) report card and Parents are called into the school to meet with the Deputy Principal and the Year Head. It is a consultation between parents, Deputy Principal and other relevant staff to see if by their combined efforts the student can be persuaded to improve her behaviour.

A student who fails to satisfactorily complete the 2<sup>nd</sup> red report card will be called to attend a meeting with her parents and the school Principal which may result in suspension.

**Please note: Policies and Procedures for suspension and expulsion are unchanged and outlined clearly in the School's Code of Behaviour in line with the NEWB Guidelines (2008)**

## **8. Suspension**

Serious or continual breaches of the school's code of behaviour may result in a student being suspended by the School Principal.

Suspension may also be applied for a single serious breach of school discipline

Following suspension the student will present to the Deputy Principal on the morning of their return to school. Supports will be offered to assist the student on improving adherence to the school's Code of Behaviour.

## **9. Expulsion**

The Board of Management in St. Mary's Secondary School will only resort to expulsion (permanent exclusion) in the most serious cases of indiscipline and usually after every effort at rehabilitation has failed and every other sanction has been exhausted. If a student is causing severe disruption, the school may have to exclude such a student in order to allow the education of the other students in the school to proceed. The rights of the other students must also be taken into account. The student and her parents will be advised of the nature of the complaint and be given every opportunity to respond. Parents will also be informed of their right of appeal to the next level of authority. An appeal may be made to the Secretary General of the Department of Education & Science in certain very serious matters such as permanent exclusion and cumulative suspensions of more than 20 school days.

## **10. Scope of Policy**

This policy applies to students of the school at the following times:

- during school time, including before and after class and at break-times
- while representing the school
- while travelling to or from school

- while using school transport
- while on school trips, tours or exchanges
- while supporting school teams or activities

## **10 Policies and procedures for suspension and expulsion**

### **Procedure for Suspension.**

The decision to suspend a student will be taken by the Principal (or in the absence of the Principal, the acting or Deputy Principal) on the basis of the reasons set out in the code of behaviour.

The student will be informed of the precise grounds which gave rise to a possible suspension and be given an opportunity to respond, before a decision to suspend is reached and formalised.

Parents/Guardians are informed by post and invited to come to the school for a meeting.

If a suspension is to be immediate (e.g. in the interests of health and safety)

Parents/Guardians will be informed by phone, (where possible), with written follow up.

The student will be supervised/in class until the suspension takes effect.

A suspended student will never be sent home during the school day unless collected by a parent/legal guardian (or other appropriate arrangements made).

Parents / Guardians, or the student if she is over 18 have the right to appeal a suspension to the Board of Management under Section 29 of the Education Act 1998.

Procedures for the Formal Re-Introduction of the Student into the School.

- Parents/Guardians may be requested to attend with the student on the day of his/her return to the school

Undertakings of good behaviour may be requested in writing.

Agreed conditions for the students return should be signed by the parent/guardian and student.

Grounds for Removing a Suspension.

Grounds for removal may include:

The Principal/B.O.M. may agree that another sanction be applied after discussion with parents.

Successful appeal to the Board of Management by the parents/guardians or by the student if

she is over 18, under Section 29 of the Education Act 1998

New circumstances come to light.

Appeals.

Parents/Guardians, or the student if he/she is over 18, have the right to appeal a suspension to the Board of Management under Section 29 of the Education Act 1998.

The school may insist that the student remain at home while any appeal on a suspension is in progress.

It is possible that a suspension may already be served before the appeal is actually heard. If the appeal is successful, the letter of suspension will then be removed from the student's file.

### **Procedure for Expulsion**

Expulsion is the ultimate sanction imposed by the school and is exercised by the Board of Management in extreme cases of indiscipline. The Board of Management in St. Mary's Secondary School will only resort to expulsion (permanent exclusion) in the most serious cases of indiscipline and usually after every effort at rehabilitation has failed and every other sanction has been exhausted. If a student is causing severe disruption, the school may have to exclude such a student in order to allow the education of the other students in the school to proceed. The rights of the other students must also be taken into account. The student and her parents will be advised of the nature of the complaint and be given every opportunity to respond.

In advance of any hearing, which could result in an expulsion, the school will investigate the matter in accordance with the principles of natural justice.

Reasons for the expulsion of a student will be linked with the school's Code of Behaviour of which the parents /guardian have copies and have signed.

#### **1. Expulsion can only occur after the Principal has:-**

ensured all discipline options under the Code of Behaviour have been applied and documented,

ensured all appropriate support personnel (internal and external) have been involved,

ensured all other procedures, referrals, supports have been exhausted

ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to expulsion

provide formal verbal and written warnings at appropriate times detailing these behaviours, as

well as clear expectations of what was required of the student in the future  
recorded all action taken, and copied all correspondence  
informed the parents/guardians of her intention to recommend expulsion to the B.O.M  
asked the B.O.M to invite the parents/guardians to the B.O.M hearing  
invited the parents/guardian to make a written submission in advance of the board meeting  
provided the parents/guardian with a full written description of allegations against the student  
and the case being made at the Board together with copies of all documentation ,statements etc.  
supporting the case  
made a formal expulsion recommendation to the Board with full supporting documentation.

## **2. Expulsion can only occur after the Board of Management has:-**

Heard the Principal's case against the student(this case should be made in the presence of the parents)  
Heard the parents' response  
Examined all the documentation  
Considered the student's record in the school  
Taken legal/expert advice  
Ensured the Principal is not present for the Board's discussion on the matter  
Discussed the case in detail  
Considered all matters having regard to their responsibilities to the whole school community and to the principles of natural justice  
Made a final decision to expel  
Communicated the decision to the parents formally through the secretary to the Board by registered letter  
Informed the Education Welfare Officer under Section 24(1) of the Education Welfare Act 2000.  
Parents/Guardians or the student if she is over 18 have the right to appeal the expulsion under section 29 of the Education Act 1998.

### **3. The formal letter of notification will include:-**

Notice of the expulsion  
Effective date of the expulsion  
Reasons for the expulsion  
A statement that the Education Welfare Board has been informed

A statement that the student is under the care and responsibility of the parents/guardians for the period of 20 days as required by the Education Welfare Officer to examine alternative provisions for the education of the student

Information and documentation on appeal rights.

An appeal may be made to the Secretary General of the Department of Education & Science in certain very serious matters such as permanent exclusion and cumulative suspensions of more than 20 school days.

## **11 Procedures for notifying the school about reasons for absence from school**

Parents are requested to ring the school before 10.00 am to report and explain absence. A written note in the student's journal explaining absence is presented to the Principal by the student on the morning of return to school. This note is kept on file. The signed stub is presented to each teacher at the start of each class.

If a student needs to be excused from class from any reason (e.g. visit to Dentist /Doctor) she is required to bring a note requesting permission to leave and must sign out at the time she leaves the school.

## **12 School policies to deal with bullying, harassment and sexual harassment.**

St. Mary's Secondary School's policies support and reflect Irish legislation protecting students, staff and visitors from discrimination, including

- The employment Equality Act 1998
- The Equality Act 2004
- The Equal Status Act 2000
- The Disability Act 2005
- The Universal Declaration of Human Rights.

Our school policy affirms our faith in human rights, the dignity and the worth of the human person, the equal rights of men and women in order to promote social progress, better standards of life and larger freedom and the promotion of human rights.

This means that it is unlawful to treat a person less favourably than another person on the grounds of marital status, family status, sexual orientation, religious beliefs, age, disability, race or membership of the travelling community.

Harassment is defined as the systematic and/or continued unwelcome and annoying actions of one party or group against another, including threats and demands on the basis of racial prejudice, personal malice, verbal and physical abuse, and intimidation.

Sexual harassment is defined as any unwelcome conduct of a sexual nature affecting the dignity of students, staff of and visitors to St. Mary's Secondary School.

## **13 Anti-Bullying Code**

### **1 – Opening Remarks**

Our school community believes that each student has the right to an education free from fear and intimidation. Bullying is not tolerated. Bullying can be a secret activity and difficult to detect. In order to ensure that no student should suffer in this way, communication between home and school is very important. The vast majority of students in this school are unaffected by bullying behaviour. There is no need for parents/guardians to worry unduly. However, the following signs/symptoms may suggest that a student is being bullied:

1. A student who has been happy in school losing enthusiasm and interest in school.  
This may reflect in a deterioration in school /performance
2. Anxiety about travelling to and from school – request parents to drive or collect them.
3. Unwillingness to attend school.
4. Damage to personal property e.g. clothes, books or loss of same.
5. A student returning from school in very bad humour but reluctant to say why.
6. Unexplained changes of mood. These will often happen before the restart of school, at the end of a weekend or at the end of the holidays.
7. Frequent minor illnesses, headaches or stomach aches, difficulty in sleeping, not eating or comfort eating.
8. An increase in requests for money.
9. Unexplained cuts or bruises.



These signs do not necessarily mean that a student is being bullied. Sometimes a student may be over sensitive. She needs to tell the difference between the kind of treatment almost everybody is subjected to from time to time and behaviour where there is a deliberate intention to hurt.

## 2 – Defining Bullying

*The following definition of bullying behaviour has been established:*

Bullying behaviour is deliberate and repeated aggression, verbal, psychological or physical, conducted by an individual or group against someone who is not able to defend herself in that actual situation.

*Bullying may take the forms of verbal bullying (attacks of a highly personal or sexual nature, which may be directed at a student's family, culture, race or religion, or the spreading of malicious rumours), physical bullying, gesture bullying (non-verbal threatening gestures which convey intimidatory or frightening messages), isolation, exclusion, extortion (demands for money, possessions or equipment, or forcing a student to steal), intentional diminishment, or cyber-bullying (the use of web-pages, e-mails and especially text messages to abuse, intimidate or attack a student).*

*It is not bullying when:*

- A) Students of about the same age and strength have the occasional quarrel or conflict,*
- B) A member of staff offers constructive or fair criticism of a student's behaviour or work performance.*

### 2 – Aims

*The aim of this policy, and the strategies which it underlines, are as follows, which are in keeping with the Department of Education and Science's 1993 Guidelines on the Prevention and Countering of Bullying Behaviour in Primary and Post-Primary Schools.*

- (a) The school deems that bullying is an unacceptable form of interpersonal behaviour. We wish to raise awareness of this with the whole school - the school's Board of Management, the teaching and non-teaching staff, and the students and their parents / guardians alike.
- (b) We wish to create a school ethos that encourages students to disclose and discuss incidents of bullying behaviour.

- (c) Procedures for reporting and documenting incidents of bullying will be implemented.
- (d) Procedures for investigating and dealing with incidents of bullying behaviour will be implemented.
- (e) A programme of support for those affected by bullying behaviour and for those involved in bullying behaviour will be provided.
- (f) Evaluation procedures by which the effectiveness of this anti-bullying code may be measured will be implemented.
- (g) Finally, we wish to promote this policy within the school to all students, parents and staff on a repeated basis, with particular attention being given to incoming students and their parents.

### **3 – Responsibility for Dealing with and Countering Incidents of Bullying Behaviour**

Year Heads have been designated, who will be responsible for dealing with incidents of the bullying behaviour, and coordinating strategies to counter bullying behaviour in the school. The school principal, deputy principal and year heads work together to counter bullying behaviour.

### **4 - Procedures for Noting and Reporting Incidents of Bullying Behaviour**

All reported incidents of bullying behaviour will be noted down and investigated.

- (a) Serious cases of bullying behaviour, in which there is an imminent risk to a person's physical or psychological well-being, will be referred immediately and directly to the principal or deputy principal.
- (b) A designated form will be filled out by the member of staff to which the incident of bullying behaviour has been reported. This will be passed on to one of the Year Heads at the first opportunity.
- (c) If the matter remains unresolved at the school level, such cases are to be referred to the Board of Management. If unresolved there, such cases are to be referred to the Local Inspectorate.

## **5 - Procedures for Investigating and Dealing with Incidents of Bullying Behaviour**

Investigations of bullying behaviour, and dealing with such incidents, is the direct responsibility of the Year Heads, Deputy Principal and Principal. Written records of all procedures will be made and kept.

(a) Individuals involved in the incident are to be interviewed separately by her Year Head and /or Deputy Principal/Principal

(b) In the case of a group involvement in an incident, members will be interviewed at first separately, and then together.

(c) Individuals involved in the incident will be informed in the first instance that bullying behaviour is in breach of school code.

(d) Parents / guardians will be informed as deemed necessary by the school authority. This will depend on the level or degree of the bullying behaviour in question.

(e) A designated behavioural contract form, is to be filled out jointly by perpetrator(s) of the incident, at least one of the following: Year Head, Deputy Principal and Principal and (where appropriate) the parent(s) / guardian(s) of the perpetrator. The form will specify behaviours, to be agreed upon at the time of interview, to which the perpetrator will agree to refrain from, and sanctions to be taken against the perpetrator, in line with the school discipline policy, should this agreement be broken.

(f) Arrangements will be made at the time of interview for a follow-up meeting to review progress, and, if necessary, to implement the agreed sanctions. In cases of serious breaches of the behavioural contract, the matter will be referred directly to the school's Board of Management.

(g) As stated above (item 4 (c)), if the matter remains unresolved at the school level, such cases are to be referred to the Board of Management. If unresolved there, such cases are to be referred to the Local Inspectorate.

## **6 - A Programme of Support for Those Affected by Bullying Behaviour and for Those *Involved in Bullying Behaviour***

At the discretion and suggestion of the Year Heads, Deputy Principal and Principal.

Referrals to the counselling service can be made for those involved in incidents of bullying behaviour.

Victims of bullying are likely to look for support from:

A trusted teacher, class teacher/year head

A classmate or a friend

An older sibling

Their parents or the parents of a friend

First years are likely to approach a 5<sup>th</sup> Year Mentor

The Guidance Counsellor or the Principal

## **7 – Potential Sanctions for Those Involved as Perpetrators of Bullying Behaviour**

Any action by a student involved in school related activities, whether inside or outside the school, which is damaging to the school or brings the school into disrepute, is a breach of school rules. Sanctions for bullying may include one or more of the following:

- (a) A verbal reprimand – apology sought for student who was wronged.
- (b) Report card / Record slip.
- (c) Detention.
- (d) Suspension.
- (e) Banned from school trips/ matches/ and representing the school in any way.
- (f) Exclusion.

## **8 - Raising Awareness of Bullying as a Form of Unacceptable Behaviour with School Management, Teachers, Students, Parents and Guardians**

- (a) The school aims to raise awareness through course work, projects, posters, drama, assemblies and any other methods as may appear useful from time to time, Parents' Association meetings, and open nights with parents.
- (b) This anti-bullying code will be on permanent display in public areas of the school.

- (c) Copies of this anti-bullying code will be circulated to all members of teaching and non-teaching staff, and to the students of the school, and to their parents or guardians.
- (d) Further dissemination of this code to incoming first-year students and their parents or guardians will take place on annual basis, at the beginning of the academic year.
- (e) All newly appointed members of school staff will receive a personal copy of this code, and be familiarised with its contents and attendant strategies by at least one of the designated anti-bullying coordinators.
- (f) Anti-bullying class and whole school activities will be incorporated into the yearly school plan.

## **9 – Encouraging Students to Disclose and Discuss Incidents of Bullying Behaviour**

- (a) All students have a responsibility to report incidents of bullying behaviour in school that they experience or witness. Class tutors are advised to remind students of this on a regular basis.
- (b) All incidents of bullying behaviour that are reported to members of teaching and non-teaching staff are to be treated with the utmost seriousness. Staff members are expected to liaise with the designated Year Heads, Deputy Principal and Principal who will deal with the matter as quickly as possible, and to follow the procedures for reporting and dealing with incidents of bullying behaviour outlined above in sections 4 and 5.

## **10 – Policy on Mobile Phones**

While mobiles enable parents and students to keep in touch and are generally used in a constructive manner, it is recognised that they are used by a minority to harass and bully others. Parents are asked to be aware of the potential for their daughters to misuse or be abused by mobile phones.

- (a) The school staff and the Board of Management appreciate parents/guardians giving their mobile numbers to the school so that the school can communicate with the parents/guardians in emergencies.
- (b) Parents/guardians, who wish to contact their children in an emergency, are asked to telephone the school, 022-21998. It is the policy of St Mary's that mobile phones may not be used by parents/guardians as a means of communicating with students. Any student wishing

To contact a parent/guardian during school hours, may do so by calling to the office where she will be facilitated.

(c) As stated in School Rules, use of mobile phones by students during school hours is strictly forbidden. Mobile phones must be turned off once the student enters the school premises, or travelling on school trips.

(d) A student may not make/receive a call or send/receive a text message on a mobile phone in school. Where a student breaches this rule, the phone will be confiscated. It will only be returned during school hours to parent/guardian.

(e) Where the school authorities have good reason to believe that a student is misusing her phone, the phone will be confiscated. The parents will be contacted. Where a student is found to have used a phone to harass others, sanctions will follow.

(f) Where the harassment is persistent or particularly serious, the parents will be advised to notify the Gardaí.

(g) Camera phones/digital cameras may not be used to invade the privacy and/or to violate the personal dignity of others at any time. The display of inappropriate images on phone screens, and/or the sending of inappropriate images, is unacceptable. Under no circumstances may camera phones be used in classrooms, study area, changing rooms.

### **13 Procedure for Dealing with Harassment and Sexual Harassment.**

The school supports national legislation as outlined by the Equality Act 1998 and 2004.

These acts define harassment as.....

#### **• Procedures for raising a concern or bringing a complaint about a behaviour matter**

- Re Complaints against teachers See Agreed Complaints Procedure
- Re Complaints against students See School Rules and Sanctions
- If a parent wishes to make a complaint about the behaviour of a student (not their own daughter), the following procedure applies:-

A verbal complaint may be processed informally. The parent is invited to make an appointment to discuss the matter with the Principal. The resolution of the complaint may involve the Principal meeting with the student, the year head and the parents of the student and any other relevant adults. If the matter is not resolved at this stage, the parent will be advised that they can bring the matter to the Board of Management.

## 14 Review and Ratification

- a. This policy was ratified by the Board of Management of St. Mary's Secondary School  
**June 2015**
- b. This policy may be reviewed as deemed necessary by the Board.

Signature of Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_