



St. Mary's Secondary School, Mallow

Code of Behaviour

2022

Review dates

Student Council	April- May 2022	Reviewed
Whole-Staff Consultation	May 24th 2022	Reviewed
Board of Management	September 6th 2022	Ratified

Due for next review _____

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1 Introduction

St Mary's Secondary School is a faith community of students, teachers, ancillary staff and parents/guardians which fosters respect and is centred on positive relationships. Respect is to be shown towards self, others and school. A caring, respectful and 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, personal responsibility and accountability are achieved.

This code was developed in consultation with staff, students, the Parents' Association and the Board of Management. It operates within the legislative parameters of the Education Act 1998, The Education Welfare Act 2000, The Equal Status Act 2000, Health, Safety and Welfare at Work Act 2005, Education for Persons with Special Educational Needs 2004, Child Protection Safeguarding Statement and Guidelines 2017 and Data Protection Acts 2017. Any infringements under criminal law will be reported to the Garda Síochána.

It is closely aligned to the 'NEWB Developing a Code of Behaviour: Guidelines for Schools' issued by the National Educational Welfare Board (NEWB). The code reflects our mission statement and works in tandem with other school policies including the Anti-Bullying policy, Wellbeing Policy, Pastoral Care Policy, Attendance & Punctuality Policy, ICT and Acceptable Usage Policy, Dignity in the Workplace Policy, School Tour Policy, SEN Policy, Whole-School Guidance Plan and Data Protection Policy.

The Code of Behaviour applies to students of St. Mary's Secondary School and relates to:

- All school activities both during and outside of normal school hours
- While wearing the school uniform
- While on school tours and school trips

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 & Skills, 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.

2. Positive Discipline and Student Wellbeing

The emphasis underpinning our Code of Behaviour is on positive discipline, helping students to come to self-awareness and take responsibility for their behaviour and mentoring positive behaviour and action as it happens. Students who adhere to the Code of Behaviour are rewarded by the quality of our school environment and by the affirmation they receive.

We have adopted a whole-school approach to positive discipline and wellbeing. Wellbeing aims to foster happy, confident, responsible and resilient students who feel connected to St. Mary's Secondary School. Our positive approach to discipline is linked to the indicators of Wellbeing and we aim to promote positive behaviours as the cultural norm in St. Mary's.

The purpose of adopting a positive approach to discipline is:

- To instil a sense of self-worth and self-respect.
- To provide a classroom environment conducive to teaching and learning.
- To develop socially acceptable behaviour by showing common courtesy and respect for the feelings of others.
- To live out the core values of caring, empathy, respect and kindness.
- To promote justice and fairness and encourage each student to develop self-awareness about their own behaviour and its impact on others.
- To encourage students to take responsibility for their behaviour and develop the key skills of managing myself and cooperating with others.
- To enhance student wellbeing and sense of connection and belonging to our school.
- To create a happy school environment for the whole school community underpinned by positive relationships and respect.
- To develop an ability to positively manage and regulate behaviour as a life-long skill.
- To reward and affirm good behaviour through acknowledgement and praise.
- To model good behaviour and minimise the need for the use of corrective discipline/sanctions.

• **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, the school's website and social media or at the end of year School Awards Ceremony.

3. Roles and Responsibilities

A Teachers

Each teacher has the responsibility for maintaining discipline in their classroom, in accordance with the code of behaviour. Individual teachers may put a student on a Pastoral Care Monitor Card as a positive discipline strategy to improve an individual student's organisation, classwork, homework etc. in a specific subject. Teachers impose fair sanctions for breaches of the code of behaviour. Teachers impose sanctions as outlined in the Code of Behaviour as appropriate ranging from verbal reprimands, detentions, write-ups in the discipline file to referral to Year Head. Teachers communicate with parents re students' progress, work and behaviour. Teachers affirm and acknowledge the good behaviour of students on an ongoing basis.

B Class Tutor

Class tutors promote the ethos of St. Marys and create a sense of shared belonging and pride in the school. The Class Tutor takes a special interest in his/her tutor class and in the pastoral care of each student in the class group. The Class Tutor works closely with the Year Head in the implementation of the Code of Behaviour and regularly checks and sign student journals. The class tutor endeavours to identify students at risk of developing behavioural difficulties, at an early stage, and refer these students, where appropriate, to the Year Head, Guidance Counsellors or Special Educational Needs Co-ordinator. Class tutors promote year group or whole-school initiatives at class level.

C Year Head

The Year Head oversees the care and wellbeing of a specific year group so that learning, at every level of the person, is supported. They liaise with subject teachers, class tutors and senior management in the area of pastoral care and discipline. Year Heads promote and implement the school's Code of Behaviour. They follow-up on incidences of misbehaviour, monitor student progress and attendance and punctuality and school uniform. Year Heads communicate issues of concern to Deputy Principal, class tutors, pastoral care team, parents, guidance counsellor, SEN coordinator and teachers as appropriate. Year Heads discuss with the student, the consequences of the inappropriate behaviour - for the student herself, her teacher/s, her classmates and the school community in general. Year Heads refer a student to the Deputy Principal, as appropriate, for serious breaches of the school's code of behaviour. Year Heads immerse students the ethos of St. Marys and create a sense of shared belonging and pride in the school. Year Heads adopt a personalised approach to each student's pastoral care and discern the most apt support structures.

C Pastoral Care Team

In St. Mary's Secondary School we respect and value the unique and intrinsic value of every person (CEIST Value). We promote a sense of belonging to our school community where each individual student is valued and her uniqueness is recognised. We seek to nurture positive relationships and students' wellbeing as the core resource in developing a pastoral approach. We promote a school community that is caring, respectful, joyful and spiritual. We believe that a good pastoral care structure enhances the Code of Behaviour in the school.

Pastoral care permeates all aspects of school life and is the responsibility of the entire school community. Each member of the school community has access to the relevant pastoral care structures and procedures, all members are invited to play their part in contributing to the pastoral ethos of St. Mary's.

Our pastoral care support structure includes a designated Pastoral Care team or student support team. This team consists of the Principal, Deputy Principal, Guidance Counsellors, SEN Coordinator, LCA Coordinator, Wellbeing teacher and Homework Club Coordinator. It meets weekly to discuss the welfare of students who may be causing concern or require additional supports and communicate with Year Heads and teachers as required. We adopt a personalised approach and devise strategies and interventions which best meet the needs of an individual student. Interventions may include parent and student meetings, student curricular supports and referrals to guidance counsellor or external supports as deemed necessary. Parents are welcome to contact members of the Pastoral Care team if they wish to discuss their daughter's behaviour or wellbeing.

Our pastoral care support structure aims to ensure that each member of the school community will feel valued and cared for, is nurtured to reach her full potential and develops a sense of wellbeing and belonging to our school community.

D Deputy Principals

The Deputy Principals have responsibility for coordinating discipline in the school and ensures with the cooperation of staff that good order prevails in the school. The Deputy Principals will be consulted by Year Heads and teachers regarding breaches of discipline and will implement appropriate sanctions and supports in accordance with the Code of Behaviour in consultation with the Principal. The Deputy Principals investigates breaches of the Code of Behaviour, meets students, teachers, parents as deemed necessary. She issues White and Red Report Cards and refers suspensions to the Principal. In the absence of the principal the Deputy Principal will deputise as Principal. 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.

E Principal

The Principal has overall responsibility for the day-to-day running of the school, including the implementation of the Code of Behaviour. The Board delegates the authority to suspend a student to the Principal for a period not exceeding three days which may be extended to five days in exceptional circumstances where a meeting of the Board cannot be convened in timely fashion. The Principal suspends a student, where warranted, in accordance with the Code of Behaviour and the NEWB Guidelines. The Principal ensures that the implementation of sanctions are fair, equitable and appropriate.

The Principal will bring the code of behaviour to the attention of all to whom it applies - staff, students, parents and the Board of Management. The Principal initiates regular reviews of the code of behaviour.

F Board of Management

The Board of Management ensures that a code of behaviour for St. Mary's Secondary School is prepared in accordance with the Guidelines of the National Educational Board, laid down in Section 23 of the Education (Welfare) Act 2000. The Board of Management will adhere to the code of behaviour in matters which involve the Board and engage in reviews the code of behaviour as deemed necessary.

The Board of Management ensures that policy and procedures for the use of suspension and expulsion comply with "Developing a code of Behaviour: Guidelines for Schools", issued by the National Educational Welfare Board, 2008, other relevant legislation and Department of Education and Skills circulars. The Board of Management delegate to the Principal the authority to suspend a student in a manner that reflects the Guidelines issued by NEWB and relevant legislation. The Board of Management hears appeals by parents/guardians against the decision of the Principal to suspend a student. The Board of Management reserve the right to expel a student.

G Parents/Guardians

St Mary's welcomes the active involvement of parents/guardians in their daughter's education where home-school collaboration is a mutual responsibility. Parents/guardians work in partnership with us and support their child and the school by:

- Upon enrolment and acceptance of a place in St. Mary's Secondary School all parents/guardians and their daughter are required to sign that they have read the Code of Behaviour and agree to adhere to the school rules.

- To demonstrate a positive attitude at home about school, teachers and the importance of education;
- Monitoring homework and assignments to make sure they are completed well and on time, and encouraging your daughter to work to the best of their potential, academically and socially;
- To use the student journal as a means of communicating with the school;
- To ensure students are on time and present for class at 8.45am and 1.50pm;
- To schedule all appointments (doctor, dentist etc.) outside of school hours; Repeated absence impacts on your daughter's academic progress;
- To co-operate with the school in providing support structures in place for a student experiencing difficulties in relation to the Code of behaviour;
- To acknowledge the good behaviour of their daughter, both at home and at school;
- To communicate with the school regarding their daughter's ill-health and absences;
- To attend parent-teacher meetings and other school meetings organised for Parents/Guardians and liaise with teachers in a constructive and positive manner.

H Students

	<p>Organised Having all I need for class</p>	
	<p>Punctual Being on time for all classes</p>	
	<p>Co-operative Helping others in a positive way</p>	
	<p>Attentive Concentrating on my learning</p>	
	<p>Hardworking Doing my best work</p>	
	<p>Persistent Working hard even when the going gets tough</p>	
	<p>Thoughtful Thinking of others and their feelings</p>	
	<p>Optimistic Finding the best in every situation</p>	

School Uniform

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 and strictly no facial piercings may be worn on school premises or for any school-related activities on health and safety grounds. Please ensure that all items of school uniform are clearly labelled with student's name.

Items of School Uniform:

- Jumper with school crest, navy for seniors, sky-force blue for juniors
- Blue school shirt
- Short sleeved crested blue polo shirt
- Compulsory knee length check skirt
- Optional school navy trousers full length (length below the ankles to shoes, not cropped)
- PE Fleece with school crest and plain navy/black tracksuit ends/leggings
- Plain black/navy tights with skirt or plain black/navy socks under trousers.
- Black or navy shoes only. Runners including Converse high tops or boots are not acceptable.

PE Gear

- Please wear school PE fleece, school polo shirt and plain navy/black tracksuit ends or leggings.
- PE navy fleeces are available from the main office €30
- Laced sports runners required for PE, strictly no converse high tops permitted.

Dress & Appearance Expectations

- Students are reminded of our expectations around uniform and appearance.
- Year Heads and Senior Management will determine the appropriate standards of uniform, accessories and appearance.
- Failure to wear the school uniform will require a note from parents or doctor's cert, signed by Principal/Deputy Principal before admission to class.
- Students are not permitted to wear any non-uniform items including scarves, hoodies and fleeces during classes. School fleeces are strictly to be worn in PE classes or outside during break/lunch.
- Non-uniform clothing will be confiscated.
- **Strictly no facial piercings are permitted. The sanction is an immediate detention.** Students' are asked to remove all facial piercings before entering school premises and remove for all school-related activities on health and safety grounds. It will not suffice to cover piercings with plasters, they must be removed.
- Earrings and studs to be worn on earlobes only. No hoop earrings to be worn on health and safety grounds.
- No visible tattoos are permitted.
- All items of clothing, books and equipment must be clearly marked with student's name.
- **Student boxes are available for the storage of students' books.**
- **Leaving personal property throughout the school building or on canteen tables is not permitted.**
- **Students are responsible for their own property and the school management cannot take responsibility for its loss.**

St. Mary's School Journal

The Student Journal is designed:

- To help organise and record a student's homework.
- To facilitate communication between home and school. There is a weekly notes section for notes from parent/guardian and teachers. At the back of the student journal there is a 'Breach of School Rules Record'.
- All absence notes, permission to leave notes must be made by parents via the school app.
- To record notes from parents/guardians to teachers and vice versa.
- There is a section at the back of the journal 'Breaches of School Rules' for teachers to record sanctions e.g. detention & reason/rule breached. For example a teacher might record wearing facial piercings in class, detention issued, date and sign.
- Every student must have a student journal, which she is required to have with her at all times during timetabled classes.
- Students must have a note in their journal from their teacher if they leave class for any reason, including going to the toilet.
- All requests for permission to leave school, e.g. for essential medical / dental appointments which can't be made outside school hours, must be submitted via the school app.
- If a student has been absent from school, the reason for absence must be submitted via the school app, signed and dated by parents.
- Students are required to keep the journal in excellent condition. Students may not tear pages from the journal or otherwise deface it in any way.
- School journals should be signed weekly by parent/guardian.
- If a school journal is lost a replacement journal may be obtained from the Deputy Principal at a cost of €10.

Detention

- Lunchtime detention takes place from 1.15pm to 1.45pm and evening detention for 1 hour after school once a week.
- When a more serious sanction is required for breach of school rules teachers/Year Heads/senior management will place the student on lunchtime or evening detention as deemed appropriate.
- Detention may be incurred for breaches of discipline including e.g. uniform, wearing facial piercings, homework, disruption of class, lateness, misbehaviour at break/lunch, on corridors, in toilets etc.
- The teacher with responsibility for Detention will monitor and review detentions in conjunction with teachers/Year Heads/Senior Management and discuss the next stages as deemed appropriate.
- Issuing lunchtime detention is recorded in the in the 'Breaches of School Rules Record' at the back of the student's journal by the teacher issuing it and must be signed by a parent/guardian The teacher will check the note is signed and also record the detention in the Detention Book.
- Any student who refuses to attend the designated detention will be referred to the Deputy Principal.
- After 3 lunchtime detentions parents are notified by the teacher with responsibility for detention. Further lunchtime detentions may be issued as deemed appropriate.
- Evening detention is for a serious breach of school rules and a parent/guardian is informed by the teacher with responsibility for detention. The number of evening detentions incurred will be minimal and monitored closely by Year Heads and Deputy Principal.

- **Summary of 10 Key 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 school property. Good discipline is conducive to high quality teaching and learning.

Summary of 10 Key School Rules

Rule 1: Respect for Self and Others
Students are expected to be mannerly and respectful towards teachers, students and all members of the school community at all times. Students to obey the instructions of the class teacher. Any insolence, disruption of class or defiance is regarded as a serious breach of school rules. Students must adhere to our Anti-Bullying Policy.
Rule 2: Attendance & Punctuality
All students shall be attendance at 8.45am each morning and at 1.45pm each afternoon. Classes shall commence at 8.50am and at 1.50pm and all students shall attend punctually. It is the responsibility of each student to be on time for all classes throughout the school day. All absence notes/permission to leave notes must be submitted via the school app by 8.30am on the day of absence.
Rule 3: School Uniform, Dress and Appearance
Students shall at all times, wear the full school uniform and be clean, tidy and respectable in dress and appearance. Only very discreet makeup is allowed and strictly no facial piercings may be worn on school premises or for any school-related activities on health and safety grounds. Jackets are not to be worn in classrooms and should be hung on coat racks in designated corridors.
Rule 4: Classroom Behaviour & Expectations
Students should enter and leave the classroom in an orderly fashion. Students must have all books, equipment, journals and schoolbags with them for each class. Be attentive and respectful at all times and follow given instructions. All homework should be recorded in the journal and journals should be signed every week by a parent/guardian. Homework is to be done neatly, on time, properly and completely. Students are not permitted to leave the classroom without the permission of the teacher and a note in journal.
Rule 5: Lunchtime Expectations
Each year group must remain in their designated areas for break and lunchtimes and keep base classroom and year group areas clean and litter free. Social areas and tables must be kept clear of student belongings at all times. TY, 5 th and 6 th students are allowed to leave the school grounds at 1:10pm and must be back on the premises before 1:40pm in advance of the 1.45pm bell.
Rule 6: Use of Storage Boxes for Books
Students should store their books in their storage boxes as required in their base classroom. Boxes should be kept under each student's desk for the duration of the school day. At the end of every school day, boxes should be placed on desks to allow for hoovering of classrooms. Jackets should be hung up on coat racks in designated corridors.
Rule 7: Substance Misuse
Smoking/Vaping or possession of cigarettes and e-cigarettes is strictly forbidden in keeping with state legislation on school premises, on all school trips/activities and while in school uniform. Consumption/possession of alcohol before school, during school or on any related school activity is strictly forbidden. The possession of, being under the influence of, or supplying drugs or any illegal substances is strictly forbidden in accordance with criminal law.
Rule 8: Mobile Phones and Electronic Devices

Mobile phones may only be used with teacher permission in class time for educational purposes only. The personal use of mobile phones and portable electronic/smart or camera/recording devices are strictly prohibited on school premises.

Rule 9: Digital Technology Acceptable Use

All students must adhere to our Digital Technologies Acceptable Usage Policy. All school digital technology may only be used for educational purposes only with teacher permission. Students may not access their personal social media at any time, on any device on school premises. Strictly no taking photos or recordings at any time on any device and posting, sharing images/recordings on social media is strictly prohibited. School email accounts are for school related communications only.

Rule 10: Respect for School Property

Vandalism, graffiti, theft or damage to school property are deemed serious breaches of school rules. Loitering in the vicinity of the school after school hours is not allowed.

School Rules, Expectations and Sanctions

School Rule & Expectations	Sanctions
<p>Rule 1: Respect for Self and Others Expectations</p> <ul style="list-style-type: none"> • Students are expected to be mannerly and respectful towards teachers, students and all members of the school community at all times. • Students must obey the instructions of teachers and any insolence, disruption of class, defiance is regarded as a serious breach of school rules. • Outside school times and at school events it is expected that students will continue to conduct themselves in a dignified manner thus fostering the good name of the school. • Students are expected to behave in a mannerly fashion outside of the classroom on school corridors and social areas. • All students are required to adhere to our school's Anti-Bullying Policy and sign the Anti-Bullying Charter upon enrolment. Bullying is repeated aggression, be it verbal, physical or cyber conducted by an individual or group against others. When the behaviour is systematic and ongoing it is bullying. 	<p>Sanctions</p> <p>Disrespectful/defiant behaviour or abusive language will incur any of the following sanctions as deemed appropriate; detention, report card or a suspension.</p> <p>Any misconduct that brings the school into disrepute will be dealt with severely.</p> <p>Sanctions for bullying are detailed in our Anti-Bullying Policy.</p>
<p>Rule 2: Attendance & Punctuality Expectations</p> <ul style="list-style-type: none"> • All students shall be attendance at 8.45am each morning and at 1.45pm each afternoon. 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. 	<p>Sanctions</p> <p>Students should only be late for school in exceptional circumstances and must have a note from their parent/guardian submitted via the school app. Lateness to school and/or lateness to class will result in a detention or appropriate sanction administered by the teacher with</p>

<ul style="list-style-type: none"> • It is the responsibility of each student to be on time for all classes throughout the school day and to attend all classes as per her timetable. • When a student is absent from school, a 'Reason for Absence' note from parent/guardian is required to be submitted via the school app. By 8.30am on the morning of absence. • Under the Education Welfare Act 2000:- • Parents/legal guardians are obliged to notify the school of reasons for a child's absence. Please submit an absence note via the school app. • 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. • Students must sign in at the main office when they arrive late to school. Parent/guardian must submit a late form via the school app. Signing in without a note should only be exceptional circumstances and a note must be submitted via the school app by parent/guardian by the following day. • Students who are leaving early must have a permission to leave form from their parent/guardian via the school app. A parent/guardian is required to collect their daughter from the main office to sign her out and submit a note via the school app. All appointments should be made outside of school hours where possible. • If a student feels unwell during the day, the student must tell their teacher or year head to get permission to go to the office to ring home. Under no circumstances is a student permitted to contact home and arrange to be collected from school without going through the appropriate procedures. A parent/guardian must collect their daughter directly from the main office and sign her out at reception before they leave. • If a student is absent from a class due to school related activity under the supervision of another teacher, the permission note must be presented by the student to their subject teacher at the beginning of class. Absence from class requires the permission of the subject teacher and must be sought by the student at the start of the class with the related permission note. 	<p>responsibility for Detention or Deputy Principal.</p> <p>Students must sign in late at the main office when they arrive late to school. Persistent lateness will incur evening detentions and result in a phone call home and/or parent meeting with teacher with responsibility for Detention / Deputy Principal.</p> <p>Students who absent themselves from class or leave the school grounds without permission may incur a note in their journal/detention/ report card suspension/ as deemed appropriate.</p> <p>Note: All absences require a note submitted via the school app.</p>
<p>Rule 3: School Uniform, Dress & Appearance Expectations</p>	<p>Sanctions Lunchtime detention</p>

<ul style="list-style-type: none"> • Students shall at all times, wear the full school uniform and be clean, tidy and respectable in dress and appearance. • Students are not permitted to wear any non-uniform items including scarves and hoodies during classes. • Only very discreet makeup is allowed and strictly no facial piercings may be worn on school premises or for any school-related activities on health and safety grounds. • Earrings and studs to be worn on earlobes only. No hoop earrings to be worn on health and safety grounds. • No facial piercings are permitted on health and safety grounds. • All items of clothing, books and equipment must be clearly marked with student's name. • Students are responsible for their own property and the school management cannot take responsibility for its loss. • Jackets are not to be worn in classrooms and should be hung on coat racks in designated corridors. 	<p>Deputy Principal may provide a student with items of school uniform to be worn for the duration of the school day.</p> <p>Non-uniform items worn to class will be confiscated and a lunchtime detention may be issued.</p> <p>Any student wearing facial piercings will be required to remove them and an immediate lunchtime detention will be issued.</p>
<p style="text-align: center;">Rule 4: Classroom Behaviour & Expectations</p> <ul style="list-style-type: none"> • Students should enter and leave the classroom in an orderly fashion. • Students must have all books, equipment, journals and schoolbags with them for each class. • All required books, materials and school journals should be on the desk at the beginning of every lesson. • Each student is expected to perform the classwork and homework assigned to the best of her ability. • All homework should be recorded in the journal and journals should be signed every week by a parent/guardian. • Students must have their school journal with them at all times. • Students are not permitted to leave the classroom without the permission of the teacher. Permission to leave the classroom should be recorded in the student's journal. • Show courtesy and respect to every person in the room. • Be attentive and respectful at all times and follow given instructions. Any insolence, disruption of class, 	<p>Sanctions</p> <p>A verbal warning from the Teacher.</p> <p>Teacher will write a note in the student's journal to be signed by parent/guardian.</p> <p>A lunchtime detention or an evening detention may be issued</p> <p>A serious breach of rules will warrant a report card or a suspension as deemed appropriate.</p>

<p>defiance is regarded as a serious breach of school rules.</p> <ul style="list-style-type: none"> • Eating during class or chewing gum on the premises at any time is not allowed. • Respect the classroom property and keep all rooms clean and tidy. 	
<p style="text-align: center;">Rule 5: Lunchtime Expectations</p> <ul style="list-style-type: none"> • Each year group must remain in their designated base room indoors in the event of bad weather or go outside for break and lunchtimes where possible. Students must remain in designated year group areas for break & lunch. • All junior students must remain on the school premises throughout the entire school day. • TY, 5th and 6th students are allowed to leave the school grounds at 1:10pm and must be back on the premises before 1:40pm in advance of the 1.45pm bell. • Student base rooms, social areas and year group areas must be kept clean and tidy. Each student must take responsibility for putting their litter in bins. • Social areas and tables must be kept clear of student belongings at all times. Please keep your lunch and water bottles in your school bags and books in storage boxes, they should not be left on canteen tables. • Students are not permitted to consume any hot food/takeaways purchased externally on school premises. • Students must use the toilets designated for their specific year group only. 	<p style="text-align: center;">Sanctions</p> <p>Any junior student leaving the school grounds without permission: parents will be contacted and student may incur detention and/or suspension.</p> <p>Lunchtime detention will be issued for students who do not adhere to lunchtime expectations and storage of personal property.</p>
<p style="text-align: center;">Rule 6: Use of Storage Boxes</p> <ul style="list-style-type: none"> • Storage boxes remain the property of the school and use of a box is secured by paying an annual fee in September. • Students should store their books in their storage boxes as required. Books not in use should be kept at home. • Boxes should be stored under each student's desk for the duration of the school day. • At the end of every school day, boxes should be placed on desks to allow for hoovering of classrooms. • Students should not remove any item from another student's box. • No personal items to be stored in boxes. 	<p style="text-align: center;">Sanctions</p> <p>A note in the school journal to be signed by parent/guardian and/or detention as deemed appropriate.</p>

<p style="text-align: center;">Rule 7: Substance Misuse</p> <ul style="list-style-type: none"> • Smoking/Vaping or possession of cigarettes and e-cigarettes is strictly forbidden in keeping with State Legislation on school premises, on all school trips/activities and while in school uniform. • Consumption/possession of alcohol before school, during school or on any related school activity is strictly forbidden. • The possession of, being under the influence of, or supplying drugs or any illegal substances is strictly forbidden in accordance with criminal law. 	<p style="text-align: center;">Sanctions</p> <p>Suspension for smoking or vaping.</p> <p>The possession, consumption or supply of alcohol, drugs or any illegal substances may result in suspension or expulsion. Reports to the Gardaí will be made by the principal as appropriate.</p>
<p style="text-align: center;">Rule 8: Mobile Phones, Electronic Devices</p> <ul style="list-style-type: none"> • Mobile phones may only be used with teacher permission in class time for educational purposes only. • The personal use of mobile phones and portable electronic/smart or camera/recording devices are strictly prohibited on school premises at all times. • Strictly no taking photos or recordings at any time on any device and posting, sharing images/recordings on social media is strictly prohibited. • Mobile phones should be out of sight and powered off from the time a student enters the school grounds/building in the morning until the student leaves the school grounds/building in the afternoon after school ends. • If a student needs to contact home e.g. in the case of illness they may ring from the main office. 	<p style="text-align: center;">Sanctions</p> <p>If a mobile phone or other device is seen or heard on school premises it will be confiscated.</p> <p>Confiscated items may be collected at the end of the school day by a parent or guardian from the school office.</p> <p>In the event of repeated breaches of this rule and longer periods of confiscation will apply and/or detention and/or suspension will be issued for repeated breaches of this school rule.</p>
<p style="text-align: center;">Rule 9: Digital Technology Acceptable Use</p> <ul style="list-style-type: none"> • All students are expected to use school digital technologies in a responsible, safe and secure manner and exhibit high standards of digital media citizenship. • All school digital technology may only be used for the purposes of teaching, learning and assessment with teacher permission. • Student school emails are to be used for school-related communications only and personal messaging or inappropriate language is strictly prohibited. 	<p style="text-align: center;">Sanctions</p> <p>Minor infringements will result in removal of privileges and/or detention.</p> <p>Serious breaches may result in a report card, suspension or expulsion and may also be reported to the Gardaí if deemed appropriate.</p>

<ul style="list-style-type: none"> • Students are strictly prohibited from using their personal mobiles or accessing their personal social media accounts during school hours from any device. Circulating, posting or sharing (including via social media) any inappropriate texts, posts, images, recordings associated with the school is strictly prohibited, including material relating to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school rules and/or may be reported to the Gardaí. • Members of staff of St. Mary's Secondary School are committed, in a professional capacity, to working to achieve the best possible outcomes for students. Students are asked to respect the boundaries between the professional and personal aspects of staff members' lives. Students should not comment on, or make reference to, a member of staff on social media sites or other social fora during/after school hours. • All students must adhere to our Digital Technologies Acceptable Usage Policy. 	<p>All incidents involving creating, storing or sharing of explicit text, images and/or video of children under the age of 17 years will be reported to the Gardaí and Túsla.</p>
<p style="text-align: center;">Rule 10: Respect for School Property</p> <ul style="list-style-type: none"> • School will close to all students from 4.10 pm on Mondays and Tuesdays and at 3:30pm Wednesday to Friday, with exception of those doing Afterschool Study, Homework Club or involved in Extra-Curricular activities. Any student remaining on in school waiting for buses, lifts are to use the canteen area designated for that purpose and must leave the school building at the above specified times. • Loitering in the vicinity of the school after school hours is not allowed. • Students are to leave all classrooms including the dressing rooms, sewing room, cookery room, music room, science laboratory, computer rooms and any general-purpose room in perfect order after class. • Any student who interferes with or damages school property or property belonging to anyone else will have to compensate for any damage caused. • Vandalism, graffiti, theft or damage to school property are deemed serious breaches of school rules. 	<p style="text-align: center;">Sanctions</p> <p>Vandalism, graffiti, theft or damage to school property are deemed serious breaches of school rules and will incur the following: Parents will be contacted Compensation for damages may be sought. Other sanctions listed in this Code including suspension may be applied as deemed appropriate.</p>

Code of Behaviour: Ladder of Referral and Sanctions to be followed by all teachers.

Verbal Reprimand

Note in School Journal

Lunchtime Detention

After school Detention

White Report Card

Red Report Card

Suspension

Board of Management

Class Rules

- ✓ *Keep your base classroom clean and tidy.*
- ✓ *Be punctual and enter and leave the classroom in a quiet and orderly fashion.*
- ✓ *All books/materials must be stored neatly in your box under your desk. Keep books/materials currently not in use at home.*
- ✓ *Have the required book/materials and school journal out on your desk at the beginning of each lesson.*
- ✓ *Hang jackets on coat hooks in designated corridor.*
- ✓ *Students are not permitted to wear any non-uniform items including scarves and hoodies during classes.*
- ✓ *Strictly no facial piercings are permitted on health and safety grounds.*
- ✓ *Students should remain in their designated year group areas for break/lunch.*
- ✓ *Canteen tables and benches are to be kept clear of student belongings. Please ensure tables/benches are cleared and left clean and tidy after break/lunch.*
- ✓ *Show courtesy and respect to every person in the classroom.*
- ✓ *Be attentive at all times and follow your teacher's instructions.*
- ✓ *Raise your hand when you want the teacher's attention.*
- ✓ *Homework and classwork is to be done fully and to the best of your ability.*

Policies and Procedures for Suspension and Expulsion

Policies and Procedures for suspension and expulsion are clearly outlined below in accordance with the NEWB Guidelines (2008) and 1998 Education Act and the Education (Miscellaneous Provisions) Act 2007.

Suspension

The Board of Management has the authority to suspend a student. The Board delegates the authority to suspend a student to the Principal for a period not exceeding three days which may be extended to five days in exceptional circumstances where a meeting of the Board cannot be convened in timely fashion.

The Board recognises that the suspension of a student is a very serious step and suspension will only be used as a sanction for very serious misbehaviour which could include any of the following:

- Student behaviour that has had a seriously detrimental effect on the education of other students.
- Student behaviour that results in the student's continued presence in the school constituting a threat to safety in the school.
- Serious damage to property by a student.

A single serious incident of misconduct may be grounds for suspension.

In certain circumstances suspension may be considered appropriate in that:

- It enables the school to set behavioural goals with the student and his parents/guardians.
- It gives all school staff an opportunity to plan other interventions
- It enables the school to impress on the student and his parents the seriousness of the behaviour.

The Deputy Principal shall inform parents/guardians by telephone or in writing about the behaviour of a student that is being investigated and that the behaviour could result in suspension. Following the completion of the investigation the Principal shall arrange a meeting with the student and his parents/guardians in relation to the proposed suspension.

The following factors must be considered before suspending a student:

- The nature and seriousness of the behaviour
- The context of the behaviour
- Interventions to date
- Whether suspension is a proportionate response
- The possible impact of suspension

Implementation of Suspension

The Principal shall notify the parents/guardians in writing of the decision to suspend. This notification shall confirm:

- The period of suspension, the date on which the suspension will begin and the date which it will end
- The reason for suspension
- The work programme to be followed
- Any commitments to be entered into by the student on return to school and any support programme to be in place for student
- The right for an appeal to the Board of Management
- The right of appeal to the Department of Education and Skills (under Section 29 of the Education Act 1998 as amended by the Education (Miscellaneous Provisions) Act 2007

Before imposing the suspension the principal needs to be satisfied that, as far as practicable, all other interventions have been tried and that the student has failed to respond to such interventions.

Procedures in Respect of Suspension

The Deputy Principal shall inform parents/guardians by telephone or in writing about the behaviour of a student that is being investigated and that the behaviour could result in suspension. Following the completion of the investigation

Immediate Suspension

In exceptional circumstance the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school. In situations of serious bullying behaviour the Principal may consider it necessary to suspend the student/s involved in such behaviour to enable the school to put a support structure in place to monitor the student/s involved in the bullying behaviour and prevent the reoccurrence of such behaviour.

In the case of an immediate suspension the student's parents/guardians shall be notified and arrangements shall be made for the student to be collected. The parents/guardians shall be given details of the length of the suspension.

The Period of Suspension

Except in exceptional circumstance the period of suspension for a student shall not exceed three days. If the period of suspension proposed by the Principal is in excess of three days the Board of Management shall meet to decide on the matter. In the event of the Board of Management being unable to convene a meeting in timely fashion the Principal may suspend the

student for up to five days. The period of suspension imposed by the Board on any student shall not exceed ten days on any one period.

Suspension of Student following a decision for her Expulsion

Where a decision has been made to expel a student a period of twenty days must elapse from the time notification is received by the National Educational Welfare Officer and the expulsion takes place. During this time all those involved with the student shall meet with the Educational Welfare Officer to plan for the student's future education. During this time the Board of Management may decide to suspend the student but only where there is a likelihood that the continued presence of the student during this time would seriously disrupt the learning of other students or represent a threat to the safety of other students and staff.

Suspension of a Student during a State Examination

A student may be suspended during State Examination. The suspension must be approved by the Board of Management and suspension will only be considered if any of the following circumstances pertain:

- A threat to good order in the conduct of the examination.
 - A threat to the safety of other students or personnel.
 - A threat to the right of other students to do their examination in a calm atmosphere.
- Before making a decision to suspend a student during State Examinations the Principal shall contact the State Examinations Commission and seek its advice.

Expulsion of a Student

Authority to Expel a Student

The authority to expel a student is reserved solely by the Board of Management of St. Mary's Secondary School, Mallow, Co. Cork.

The Grounds for Expulsion:

The decision to expel a student is considered to be a very serious step and will only be considered by the Board of Management in extreme cases of unacceptable behaviour including situations where;

- The student's behaviour is a persistent cause of significant disruption to the learning of other students or to the teaching process.
- The student's continued attendance at school constitutes a real and significant threat to safety of staff or students
- The student is responsible for serious damage to property

Before considering the expulsion of a student the Board of Management of the school shall first satisfy itself that the school has taken significant steps to address the student's unacceptable behaviour including where practicable some or all of the following:

- Meeting/s with parents/guardians of student to facilitate the school to work together with them to enable the student to change her behaviour
- Ensuring that the student understands the possible consequences of her unacceptable behaviour if it should persist
- Clinical psychological assessment
- Seeking the advice and assistance of agencies/organizations/bodies that provide assistance/guidance/support to students experiencing difficulties in relation to behaviour, their families and their schools (e.g. National Educational Psychological Services, (NEPS), Child and adolescent Mental Health Services, Health Services Executives, the National Behavioural Support Services, National Council for Special Education)

Expulsion for a Once Off Offence

In exceptional circumstances the Board of Management may consider the expulsion of a student for a once off offence. The kinds of behaviour that might result in the Board considering an expulsion of a student could include any of the following:

- Violence or physical assault of a student or members of staff
- A serious threat of violence against another student or any member of staff
- supplying illegal drugs to other students

Before deciding to expel a student the Board of Management shall consider the following:

- the nature and seriousness of the behaviour
- the context of the behaviour
- the impact of the behaviour
- interventions tried to date
- is the behaviour sufficiently serious to warrant expulsion
- the possible effects of expulsion for the student

Procedures in Respect of Expulsion

Where a preliminary assessment of the facts relating to a student's misbehaviour could warrant expulsion the Board of Management must ensure that the following procedure /steps have been followed

- a detailed investigation carried out under the direction of the Principal
- a recommendation by the Principal to the Board that expulsion may be warranted
- consideration by the Board of Management of the Principal's recommendation and the holding of a hearing
- a hearing by the Board to determine whether or not expulsion is an appropriate sanction for the student
- where the Board is of the opinion that the student should be expelled notification must be given to the Educational Welfare Officer in writing of the Board's opinion and reasons for that opinion
- consultation with the Educational Welfare Officer
- confirmation of the decision to expel the student (this shall be made where twenty days has elapsed following notification to the Educational Welfare Officer, of the decision to expel the student and the Board remains of the view that the student should be expelled)

Involvement of Parents/Guardians in respect of the expulsion of a student

The Principal shall inform Parents/Guardians in writing of the alleged misbehaviour, how it will be investigated and that it could result in expulsion. Parents/Guardians shall be given every opportunity to respond to the complaint of the student's misbehaviour. The Parents/guardians shall be given the opportunity to meet with the Principal. The parents/guardians shall be given the opportunity to ask questions, make their case for lessening the sanction and explore ways how best to address the student's behaviour.

Where the Principal is making a recommendation to have a student expelled the Principal shall ensure that parents/guardians have been given records of the allegation, the investigation and written notice of the grounds on which the Board of Management is being asked to consider expulsion. The Principal shall notify the parents/guardians of the date of the hearing by the Board of Management and invite them to attend. The Principal shall advise the parents/guardians that they can make a written or oral submission to the Board of Management. The Principal shall ensure that parents/guardians have enough notice to allow them to prepare for the hearing. At the hearing the parents/guardians shall be allowed to put their case, question the evidence presented by the school and make a case for lessening the sanction.

The parents/guardians shall also be allowed to be accompanied at the hearing and have a person speak on their behalf. The Board must be informed of the name of the person accompanying the parents/guardians to the meeting.

The Board of Management requires that the person accompanying the parents confirms that he/she will be attending the Board Meeting. The Board requires that the nominated person declares if a conflict of interest exists or would arise from his/her attendance at the Board of Management Meeting.

The Board shall not be responsible for any legal or other fees incurred by parents/guardians in relation to the person accompanying them to the hearing.

The Board of Management of the School shall inform the parents/guardians in writing of its conclusions regarding the expulsion. Where expulsion is proposed the parents/guardians shall be informed that the Board shall now inform the Education Welfare Officer of their decision. The Board of Management and the Principal shall meet with the Educational Welfare Officer and attend any meeting/s organised by the officer including meeting/s that request all those involved with the student to attend.

Following the elapse of twenty days from the date when notification was sent to the Educational Welfare Officer and where the Board of Management remains of the view that the student should be expelled, the Board of Management shall formally confirm to the student and her parents/guardians the Board's decision to expel the student. Parents/Guardians and the student shall also be informed about their right to appeal the Board's decision to expel the student and they shall be supplied with the standard documentation to enable them to lodge an appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998.

We have read, understand and agree to abide by St. Mary's Secondary School, Mallow Code of Behaviour Policy.

Student's Signature: _____

Print Student's Name: _____

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____

Review and Ratification of the Code of Behaviour

The Code of Behaviour was reviewed during the 2018/2019 academic year

Upon enrolment and acceptance of a place in St. Mary's Secondary School all parents/guardians and their daughter are required to sign that they have read the Code of Behaviour and agree to adhere to the school rules. School rules and sanctions are printed in all students' school journals every year and a full copy of the Code of Behaviour is available on our school website.

This policy was ratified by the Board of Management of St. Mary's Secondary School, Mallow on _____

Chairperson's signature: _____

Principal's signature: _____

Date: _____

