

1.1 PRINCIPLES UPON WHICH THIS CODE IS BASED:

School Mission statement: At Coláiste Mhuire Co-Ed we aspire to develop a caring and inclusive learning community that encourages the potential of each person. The mission is realised through our core values of Respect, Effort, Honesty and Co-operation.

Rath as Saothar – Success through effort.

Coláiste Mhuire Co-Ed identifies four core values and a school motto which underpin this policy

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| RESPECT | –for every individual and group in the school community |
| EFFORT | –to attend regularly and to work to the best of your ability |
| HONESTY | –to be truthful of character |
| CO-OPERATION | –to work together and encourage a team approach |
| Our school Motto | –“Rath as saothar” – success through effort |

1.2 SCHOOL RESPONSIBILITIES

Students should note the following points in relation to their behaviour around the school building and grounds. It is expected that you:

- Will show respect for everyone and school property
- Show respect for the canteen, canteen staff and other students in the canteen
- Arrive on time for school registration daily
- Wear the school uniform
- at all times (including coming to and leaving school)
- Walk carefully in the right of the corridors
- Place all books, ICT Equipment, bags and items of value in school lockers
- School bags must not be left unattended
- Take school and sports bags home each evening
- Respect adults and visitors to the building
- Report any spillages or potential hazards to the office
- Treat the school diary and school books with respect and maintain in good condition
- Lost, damaged or defaced student diaries must be replaced at the students own expense
- Get a diary replacement card from Year Head in case of forgotten diary
- Take necessary books and diary home every evening
- Keep lockers tidy

1.3 CLASSROOM RESPONSIBILITIES

Students should note the following points in relation to taking responsibility for their behaviour in class.

- Treat others with respect
- Arrive on time
- Have the necessary books, ICT equipment, materials (calculators, copies, pens, pencils, pencil case etc.) and **completed homework** needed for each subject
- Visit lockers before school, at break, at lunch or after school only (students are not permitted to leave class to go to lockers).
- Sit in the place allocated by the teacher
- Student diaries must be on desk in class
- Student diaries are not private. Students must produce it immediately, upon request.
- Follow teacher instruction
- Respect the teaching and learning in class
- Accept that correction is necessary to ensure that learning is taking place in a whole class setting
- Ask a question if you are unsure of something
- Inform teachers and year heads if you have prior knowledge of being absent from school and class(es)
- Bring school bags home at the end of every day
- Record work done, homework and study in diary. Write every subject you have for every day in the diary at the beginning of the week.
- Catch up on any missed school work (whether due to illness or school activities)
- If you are on school activities give your diary to another student in your class to record your homework Leave classrooms neat and tidy
- Classroom Rules at Coláiste Mhuire Co-Ed (Reach for the STARS)
 - Sit in your assigned seat

- Take out your books, diary on table
- Alert - Stay on task
- Record homework
- Silent time or Only one voice

1.4 Parent Responsibilities

- Sign up to the code of behaviour at the beginning of the year
- Regularly reinforce the school rules at home
- Ensure your child wears the full school uniform and follows the uniform code
- Ensure your child's diary is regularly inspected and signed by you
- Ensure excellent attendance and punctuality in school
- Ensure your child has all necessary equipment, books and sports gear
- Support your child with homework
- Engage with school personnel in all matters involving your child in our school
- Attend parent teacher meetings

The meaningful involvement of parents in the development, monitoring and evaluation of this Policy will contribute to the successful implementation of this Policy. Parents have some responsibilities for their children's behaviour. Parents can:

- Have a strong sense of pride in the school and ownership of its work.
- Reinforce at home the messages about learning and behaviour that are conducive to a happy and effective school.
- Give consistent messages to students about how to treat others **respectfully**.

Please note: Where the parents are unable, or refuse, to exercise their responsibility for the pupil and should the school request parental involvement with a discipline issue, the code of discipline will be pursued.

1.5 ATTENDANCE & PUNCTUALITY

Regular and punctual attendance is essential if students are to make satisfactory progress. Please ensure that your son/daughter is in time for school each day and attend school regularly.

Where a student needs to leave the school for an appointment a note signed by a parent/guardian must be presented to the year head/class tutor at roll call and must sign out in the office when leaving and upon return. A parent/guardian must also sign the book when the student is leaving the school.

A student may not leave school grounds other than on school business without written consent from a parent/guardian and this must be countersigned by the school authorities.

Please note: students are not allowed out of the school during break times. As a privilege 6th years are allowed to leave the school at lunchtimes.

Where a student has been absent, **the class teacher or year head must** receive a signed note explaining their absence. This note must be written in the student diary in the appropriate section. Students are expected to attend school. **Students who are over 18 must present a sick cert to explain more than 7 days cumulative absence in a year.**

Under Section 21 of the Education Welfare Act 2000, all absenteeism records are forwarded to the NEWB (national Education Welfare Board). After 20 days, an Education Welfare Officer may be in contact with parents/ guardians. Parents may be prosecuted for not sending students to school. It is school policy to notify parents once number of absences has reached ten days, fifteen days and twenty days.

1.6 MODELLING THE STANDARDS

'The adults in the school have a responsibility to model the school's standards of behaviour, in their dealings both with students and with each other.' NEWB Code of Behaviour – School Guidelines

The role of the teacher is to educate.

Respect

Teachers uphold human dignity and promote equality and emotional and cognitive development. In their professional practice teachers demonstrate respect for spiritual and cultural values, diversity, social justice, freedom, democracy and the environment.

Care

Teachers practice is motivated by the best interests of the pupils/students entrusted to their care. Teachers show this through positive influence, professional judgement and empathy in practice.

Integrity

Honesty, reliability pupils/students, colleagues, and moral action are embodied in integrity. Teachers exercise integrity through their professional commitments, responsibilities and actions.

Trust

“Teachers’ relationships with pupils/students, colleagues, parents, school management and the public are based on trust. Trust embodies fairness, openness and honesty.” Code of Professional Conduct for Teachers: The Teaching Council

1.7 Making contact with the school

Parents are the primary educators of their child and we recognise and support parents in a variety of ways in this regard. Should parents wish to make contact with the Home School Liaison Officer they may do so during office hours by contacting 087 9321919. Should a parent wish to contact the school guidance counselor, a Year Head, Deputy or Principal they **must make an appointment** by contacting the school office at 0504-21734. We will endeavor to make contact within 24 school working hours.

Parents who need to contact their son/daughter during the school day should only contact them via the main office as students are required to have their mobile phones switched off while on the school premises.

2. BASIC REQUIREMENTS

2.1 COLÁISTE MHUIRE CO-ED UNIFORM

The uniform identifies each student as a member of Coláiste Mhuire Co-Ed; it should be worn correctly and with pride. All clothing should be clean, neat and tidy. The appropriate uniform list can be obtained from the school office. The uniform must be worn in the school, on the way to and from school, to official school day trips and on formal school occasions. Changing out of uniform is not permitted unless authorised. **Note: students must come to and leave school in full uniform every day.**

Official School Crested or Jumper - Boys and Girls

White Shirt - Boys and Girls

Grey School Pants - Boys

Grey School Pants – Girls*

Grey School Skirt & Navy Socks – Girls

Official School Tie

Black Shoes or Navy Boat shoes

Black or Navy socks

Tracksuit and Sports Kit (for P.E Class only)

Full school uniform of Jumper, Shirt, Tie, Pants/Skirt and Black Shoes must be worn daily. White socks and white laces are not allowed.

***Girls pants must have the special tag under the pocket.**

NOTE:

Where correct uniform is not worn, the school reserves the right to send students home.

Where students are going on excursions where they are representing the school, (e.g. matches, debates, drama trips) students not in full uniform will not be permitted to join the group.

As the uniform represents Coláiste Mhuire Co-Ed, students who are involved in anti-social behaviour (e.g. smoking, fighting etc) in school uniform, outside school, may be dealt with as if they were on school grounds.

DRESS CODE

Parents/Guardians and students should note the following points which are necessary within the school. Some of these are on the grounds of health and safety and some are to encourage appropriate dress and appearance amongst the student body.

- Students may not wear jackets in class
- Platform or high heel shoes or boots (including Uggs and Converse) are not permitted.
- Wearing leggings under the skirt is not permitted.
- Hoodies are not permitted on school grounds and are not accepted as a Jacket
- Caps, hats, bandanas and scarves must be removed within the school building.
- All body studs/rings such as nose, lip, navel, tongue, etc. must not be worn while in school uniform.
- Bracelets or bangles should not be worn.
- Students are allowed one ring per hand, all jewellery should be removed in practical and P.E classes. Rings must not be more than 4mm high and 1 cm in diameter.
- Students are not allowed to wear hooped or large earrings. Only one ear ring on the earlobe **of each** ear is permitted.
- Female students must wear skirts **at knee length**
- Students are not allowed to wear eye makeup or excessive foundation or lipstick. Students may be asked to remove make-up by school authorities
- Hair must be neat and tidy at all times and of natural hair colour.
- Hair styles that are deemed to be in contravention of the spirit of the school rules are prohibited.

2.2 STUDENT JOURNAL

The student journal is an important medium of communication during a student's school life. It serves the following functions:

- *Record of all homework assigned.
- *Record of important notices.
- *Communication between Teacher and Parent.
- *Evidence of student progress in academic and extracurricular areas.

- Students must have journals at morning registration and in class at all times.
- Journals should be placed on the desk at the beginning of each class.
- Homework (written, research, learning, oral etc.) must be noted in the Journal.
- Teachers should allow time for students to take down homework or notices.
- Journals should be signed by parents weekly to update them on student progress. Parents are invited to use the appropriate section of the weekly journal to liaise with teachers when necessary.
- Lost, damaged or defaced student diaries must be replaced at the students own expense
- Student diaries are not private. Students must produce it immediately, upon request.

Parents are also invited to make appointments to discuss any aspect of the students' progress through the school year.

Diary Sanctions & Rewards section:

Please note the section at the end of each week may be used by the subject teacher to record minor breaches of the school responsibilities. It is also to be used to record good work or effort made by students. It is **very important** that parents **check this section of the journal** regularly **and sign weekly**. A full explanation of this section is provided at the end of this policy.

Five incidents of minor offences noted by teachers in the Student Journal in a single week may result in the students being placed on a White Monitoring Card.

Positive notes in the diary may counteract minor offences at the discretion of the year head.

3. REWARDS RESPONSIBILITIES AND INTERVENTIONS

3.1 POSITIVE INTERVENTIONS

The following are a number of the positive interventions that are used to help build relationships and positively affect the behaviour in the classroom.

- Verbal praise or encouragement
- Positive Note in Student Journal
- Mention in School Newsletter
- Increased responsibility in the class
- Class Awards
- School Merit System
- Certificate of Achievement
- Recognition on Digital Notices
- Nomination for Student Awards
- Recognition at School Awards
- Postcards home

Coláiste Mhuire Co-Ed places significant value on the use of positive reward schemes as a means of correcting student behaviour.

3.2 Breaches of responsibility are divided into three categories

a) **Minor Breaches (recorded in school diary)**

- Late for morning registration+
- Late for class
- Not having class books & materials++
- Copying Homework
- Not having Student Journal
- Incomplete uniform
- Running in the corridor
- Persistent talking in class
- Eating in class
- No homework
- Littering

+ Students who are late must produce a note from a parent/guardian explaining their reason for being late. Unexplained lateness will result in automatic lunch time detention and a writing exercise.

++ Students must have all necessary books and materials for class. Not having all necessary equipment will result in a writing exercise.

b) **Major Breaches (recorded on duplicate incident sheets)**

- Ignoring a clear instruction
- Refusal to cooperate with direct instruction from teachers
- Refusal to hand over mobile phone on request
- Persistently not doing homework
- Disturbing learning of others
- Absent from class without school permission
- Persistent lateness
- Skipping class without permission
- Lying when an incident is being investigated
- Bullying or harassment of any type (including cyber abuse/bullying) [refer to bullying policy for more information]
- Use of bad language/signs in the classroom and school
- Refusal to do Class work
- Deliberate damage to school property
- Dangerous or rough horseplay
- Skipping queue in canteen*
- Any act of physical aggression
- Use of phone without permission
- Bringing Coláiste Mhuire Co-Ed into disrepute while in uniform

* If a student is persistent in skipping the canteen queue it may result in withdrawal of canteen privileges for a week

c) **Extreme Breaches (recorded on duplicate incident sheets)**

When reported and investigated and found to be in contravention of school policy, these breaches will result in suspension

- Physical fighting or assault of another student/teacher
- Physical interference with another student
- Arranging or collaborating with a physical fight
- Verbal abuse, with or without the use of bad language, directly towards a member of staff or pupil
- Vandalism to school property
- Substance abuse/offenses involving drugs or alcohol
- Smoking
- Possession of smoking and/or drug equipment/accessories on your person
- Threatening a staff member in any
- Theft
- Refusal to do assigned work
- Persistent breach of uniform code
- Extortion
- Bringing dangerous implements or instruments which may pose a danger to the school community on to school premises.
- Out of school bounds without school Permission
- Bullying (at the end of the process – see the bullying policy for more information)
- Vulgar/Sexual gestures/acts
- Taking photographs during school related

- Supply of smoking and/or drug equipment/accessories
- activities without permission
- Entering an exclusion Zone**

** North and West boundary area under tree and scrub cover. Behind and to the sides of the Dome. Any areas that are not mowed.

These lists are not exhaustive. School management reserves the right to add or move items between lists. Incidents without precedence will be dealt with at the discretion of management.

Students and their parents/guardians should also be aware that our suspension policy and expulsion policy is operated in conjunction with this policy and outlines a parents right to appeal. Our suspension policy also outlines the work students are required to complete while on suspension. Also note that the acceptable use policy and mobile phone policy and our anti bullying policies (accessible at www.cmco.ie) contains important information about use of the internet and information technology equipment.

Students who leave the school premises without permission are understood to have removed themselves from the school and will be required to meet with the principal, with their parents, before they are readmitted to class in the school.

Sanctions will be imposed on students who breach their responsibilities. Students should be aware that records relating to discipline issues remain on their file for the duration of their programme.

The supports of the HSCL, Year Heads, Guidance Counsellor, SCP, BFL and the Pastoral care systems are available within the school for all students.

Bullying

The school has a comprehensive anti-bullying policy which has been developed in line with best practice as laid down the Department of Education and Skills. Students are advised to read this policy at www.cmco.ie and to read the following in the context of the whole policy.

1. Should a bullying incident be brought to the notice of the school the school "Anti-Bullying Team" investigates all instances of reported or suspected bullying behaviour In the event that a student has been involved in bullying behaviour they are asked to sign a binding promise that they will treat all students fairly, equally and respectfully including the targeted student.
2. If a student has signed such a promise but then chooses to break that promise and continue the bullying behaviour, this can then no longer be considered a "mistake". In this event parents will be informed and requested to countersign their son/ daughters promise.
3. Breach of this additional promise is regarded as a very grave matter and serious sanction may be imposed by the school authorities. In line with the schools code of discipline, bullying is a major breach of responsibility. In some incidents it may be considered to be an extreme breach.

3.2 The repercussions of a student breaching their responsibilities within the school results in sanctions being put in place.

Parents and students should note that sanctions are designed to change behaviour by;

- Helping students to see the effect their actions have on teaching and learning in class and on other students
- Signalling to other students and staff that the school well-being is cared for
- Assisting students to learn their behaviour is inappropriate
- Helping students to understand their actions have reactions, that choices have consequences
- Encouraging them to be responsible for their own behaviour

- Supporting the responsibilities laid out in this Code of Behaviour

3.3 Range of **Sanctions**

- Issue a clear instruction and a second clear instruction
- Verbal warning
- Movement within the classroom
- Note in Journal
- Additional Work
- Formal Written Report to Year Head
- Time-out: Removal for remainder of class period to a prearranged buddy teacher
- Behaviour Response Form
- Speak to students after class
- Subject teacher administered detention
- Suspension
- Student placed on White Monitoring by Year Head (2 weeks)
- Students may be refused permission to represent the school at sporting competitions/events
- Internal suspension
- Parents brought in for Consultation on Student Conduct
- Student placed on Yellow Report by Deputy Principal (3 weeks)
- Daily Reporting to Deputy Principal
- Lunchtime Detention
- Student placed on Red Report (4 weeks)
- Student placed on Second Red Report (4 weeks)
- Withdrawal of school excursions privileges
- Referral to Board of Management
- Expulsion

4.1 THE DISCIPLINE PROCESS

The Discipline System

Students may be placed on formal report due to discipline issues, including misbehaviour, misconduct or persistent lack of homework. The aim of the formal report process is to support the student in changing their behaviour.

The report system consists of: the following stages, sanctions and supports:

| | Stage | Sanction | Support |
|---|---|--|--|
| | <i>If a student gets 3 records of Minor misbehavior in their diary the year head may put them on white report. The year head will inform parents of this and will monitor the report each day. Year heads may put students on white report at their own discretion. White report must be given to the year head.</i> | | |
| 1 | White Monitoring | -10 consecutive school days on White Monitoring Report -Daily Report to Year Head -Lunch detention* | -Year Head and Class Tutor and BFL (if apt) -Home School Liaison Officer works with parents to support the student -Support/involvement of parents – daily signature |
| | <i>If a student has 3 negative comments while on white report (or an incident sheet recording a major breach while on white report) or has 3 incident sheets regarding a major breach or is suspended they will go on yellow report. The Deputy Principal will contact the home to inform them of this step in the process. Senior Management may put students on yellow report or suspend at their own discretion. Yellow report must be given to the Deputy Principal.</i> | | |
| 2 | Yellow Report | -15 consecutive days on Yellow Report -Lunch detention* -Daily Report to Deputy Principal -May affect school privileges | -Year Head and Deputy principal and BFL (if apt) -Guidance Counsellor -Student Support Team -Support/involvement of parents – daily signature |
| | <i>If it is felt that students behavior is not changing on Yellow report (ie students continue to receive negative notes/incident sheets recording major breaches/suspensions) they may be put on Red report. To facilitate this students and parents/guardians will attend a School Discipline Council (school makes an attempt to contact parents/guardians but reserves the right to put a student on a provisional yellow report). The Discipline council is made up of a Year Head and Deputy Principal/Principal. Senior Management may put students on red report or suspend at their own discretion. Red report must be given to the Principal.</i> | | |
| 3 | Red Report | -20 consecutive days on Red Report - Lunch detention* -Weekly Meeting with parents/Guardians and Deputy Principal/Principal -Withdrawal of School Privileges | -Principal & Deputy principal -BFL support -Behavioral Contract -NEWB -NEPS/Other Relevant -External Agencies -Support/involvement of parents – daily signature -Student support team |
| | | | |
| 4 | Red Report (No.2) | -20 consecutive days on Red Report - 2 after school detentions -Weekly Meeting with parents/Guardians and Deputy Principal/Principal -Withdrawal of School Privileges | -Principal & Deputy principal -BFL support -Behavioral Contract -NEWB -NEPS/Other Relevant -External Agencies -Support/involvement of parents – daily signature -Student support team |
| | <i>Appearance before the Board of Management</i> | | |

NOTE: Students who lose their Monitoring or Report card must restart the period of time spent 'on report' or may move up a stage in the discipline process

*Lunch detention is automatic if a student receives a negative note for the previous evening or the morning session being reviewed. Students are advised to have lunch with them/have lunch ordered as they will be given time at the end of the detention period to eat lunch.

5.1 MOBILE PHONES and DIGITAL DEVICES

For a full version of our mobile phone policy please see our Acceptable Use policy at www.cmco.ie. Students are not allowed to use phones while on the school premises. Should they wish to contact home they may do so through the school office. If a phone is seen by a teacher (when explicit permission for its use has not been given) it will be confiscated for a day. Should a phone be confiscated again the student's parent must make arrangements with school management for its collection. Refusal to hand over a mobile phone is a major breach of the schools code of discipline and will be dealt with accordingly.

Some students at Coláiste Mhuire have opted to use iPads as their schoolbag. Only students on the iPad register may choose this option. See www.cmco.ie for more information the policy which governs their use in school.

6.1 Illegal Drugs, Dangerous Objects, Alcohol, smoking

This code sets out that where a student has any involvement with

- the possession, use of, or supply of illegal drugs or substances
- the possession of dangerous objects, lasers, weapons or harmful substances

It is seen by the school authorities as being an extremely serious offence leading to prolonged suspension or expulsion. In such situations the students' parents will be informed, the student will be removed from school and a Discipline Committee will be formed to investigate the matter.

The School Principal as a duty of care must inform An Garda Siochana regarding any drug or dangerous objects possession in the school.

- Smoking is banned within the school grounds or on school excursions. Students may not smoke when in school uniform outside school. Please note – automatic 3 days suspension for smoking or entering an exclusion zone.
- Alcohol consumption is also strictly forbidden while on school grounds or occasions and offences will result in an automatic 3 day suspension.
- If a student is caught and refuses to hand over substances or material which the teacher has asked him to then the matter will be referred to section in this code referring to refusal to cooperate.

The school reserves the right to search lockers.

Sanctions may also be addressed to other pupils who may not be directly involved, but who nevertheless indirectly facilitate or support those who engage in any of the above practices.

See the schools substance policy at www.cmco.ie for further information.

7. Surveillance

In line with Data Protection guidelines (available at www.cmco.ie) please note that camera surveillance is in place in this school and can be used to assist in the investigation of a breach of the code of behaviour.

8.1 Homework

At Coláiste Mhuire Co-Ed we recognise the value and importance of homework to each and every student.

As a result of this we believe every student should:

- Record all classes for each day in their homework journal
- Record the homework given, written and oral
- Complete all homework
- Homework club or after-school study is available at Coláiste Mhuire
- Bring their school bag home every evening
- It is the responsibility of students to catch up on work missed due to absence or school activities.
- Preparation of materials for practical subjects is a key requirement as part of homework eg materials for Home Ec, Art, Technical Graphics.

In the event that students do not hand up homework

- Teacher notes NH in diary
- Teacher gives a writing task on the importance of homework
- If a student gets 4 NH in a week they are placed on blue monitoring by Year Head
- If student gets 4 NH ticks on blue monitoring they are placed on purple monitoring by the Deputy Principal
- If there is still no improvement they will be placed on Principals Red monitoring and will follow the normal code of behaviour from that step.

| | Stage | Sanction | Support |
|---|---|---|---|
| | <i>If a student gets 3 records of no homework in their diary the year head may put them on blue report. The year head will inform parents of this and will monitor the report each day.</i> | | |
| 1 | Blue Monitoring | -5 consecutive school days on Blue Monitoring Report -Daily Report to Year Head -Lunch detention* | -Year Head and Class Tutor -Home School Liaison Officer works with parents to support the student -Support/involvement of parents – daily signature - Evening study is recommended |
| | <i>If a student has 5 notes of No Homework while on blue report they will go on purple report. The Deputy Principal will contact the home to inform them of this step in the process.</i> | | |

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|--|--------------------------|--|--|
| 2 | Purple Monitoring | -10 consecutive days on Purple Report -Lunch detention* -Daily Report to Deputy Principal -May affect school privileges | -Year Head and Deputy principal -Guidance Counsellor -Student Support Team -Support/involvement of parents – daily signature -Evening study is recommended |
| <i>If it is felt that students homework is not improving they will be placed on Red report and follow the normal code of discipline as outlined previously in this code of behavior.</i> | | | |

*Lunch detention is automatic if a student receives a no homework note for the previous evening or the morning session being reviewed. Students are advised to have lunch with them/have lunch ordered as they will be given time at the end of the detention period to eat lunch.

8.1 Students are expected to comply with this Code of Behaviour during the school day and on all school related activities such as trips, outings, extracurricular activities, sporting occasions etc., whether or not they fall within the school day.

Parent/Guardian and Student Acceptance of Code of Behaviour & School Policies:

Enrolment in Coláiste Mhuire Co-Ed is subject to parents/guardians and students co-operating with our Mission Statement and fully supporting our Code of Behaviour and School Policies.

I have read and understood all elements of this Code of Behaviour and agree to adhere to it at all times. I have familiarised myself with the School Policies, which are available online at www.cmco.ie

Hard copies of the policies are available in the school

Signed:

 Parent/Guardian(s) Signature
 Date: _____

 Parent/Guardian(s) Signature
 Date: _____

 Student Signature
 Date: _____