

ST. MICHAEL'S COLLEGE

CODE OF BEHAVIOUR

Introductory Statement and Rationale

The Code of Behaviour is the result of consultation and collaboration among all the stakeholders in the college in line with the guidelines issued by the NEWB.

Relationship to the characteristic Spirit of the College

The School Mission Statement: St. Michael's is a Catholic School. It aims at creating a holistic educational environment that fosters the spiritual, intellectual, social, emotional and physical qualities of its students. Hence, within a framework of Christian values, the full support of the school community is required.

Aims of the Policy

- To allow the school to function in an orderly and harmonious way
- To enhance the learning environment where students can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline recognising the differences between children and the need to accommodate these differences
- To ensure the safety and well-being of all members of the school community
- To assist parents and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner
- To build positive relationships of mutual respect among students, staff and parents.

Contents of Policy

A. STANDARDS OF BEHAVIOUR

1. Good Manners And Respect

Teachers and pupils should respect each other's dignity. Pupils are expected to co-operate fully and courteously with all members of staff. They should make way for staff members or other adults; in corridors or on stairways and open doors to allow them pass through first.

2. Dress And Appearance

- A. Students must wear a full College Uniform at all times.
- B. Shoes must be of a conventional style and colour. Runners and sports shoes are not acceptable in the school building. Sportswear is reserved for sporting occasions.
- C. Hair should be clean, well groomed and tidy at all times. It should not be dyed or cut in outlandish styles.
- D. Jackets/fleeces must not be worn, or left in classrooms during the day.
- E. Piercings are not allowed

3. Punctuality

Each student is expected to attend school. Classes commence at 8.45 a.m. A student arriving after this time may not enter his classroom without a note from the Punctuality Monitor who will keep a record of offenders.

The student may then go to his class, hand up his late note and apologise to his teacher for being late. The penalties for being late are as follows:

- Students arriving after 8.55 a.m. may not attend first class and should report to the lower/upper study.
- Regular offenders will be excluded from class and are liable to Saturday detention. The school will inform parents if their son receives Saturday detention.
- The school will inform parents by text message of all late arrivals.

4. Respect For Property

Students must respect College property and the property of others. Lockers are the property of the college and are to be treated with respect. Students who damage lockers must pay the cost of repair or replacement.

Damp or wet gear should not be left in lockers overnight and at the end of the school year each student should empty his locker and leave it open for inspection

Students must deposit all litter in the bins provided. Eating and drinking are only allowed in the designated areas.

5. Smoking

Smoking is forbidden by law in all buildings. Smoking is also forbidden on school property and in the vicinity of the college or whenever boys are together as a recognisable St. Michael's group.

Students found smoking will be fined and the proceeds will go to charity.

6. Alcohol

St. Michael's College Staff views the abuse of alcohol with deep concern. Students are not permitted to attend any college activity while under the influence of alcohol. Students who do so will face severe sanctions.

7. Sports Supplements

Use of any substance or stimulant that poses a risk to the health of any student contravenes the school's Code of Behaviour.

The College supports the IRFU Guidelines on sport supplements and young players. See www.irishrugby.ie

8. Illicit Use Of Drugs

Illicit drugs are seriously detrimental to health. Students who bring such drugs into the College or sell or give to another pupil are liable to be expelled. The Gardai may be informed of such offences. Please refer to the College drug misuse policy

9. Permission To Leave School

Students who wish to leave the College during the day must report to their appropriate Year Head or to the Deputy Principal. Parents will be contacted before

an ill student is allowed to go home and the student must sign out at the administration office.

Unauthorised absence from school is punishable by Saturday detention.

10. Notification Of Absence From Class

Each student must endeavor to attend school the full requisite number of school days. On return students must give a written excuse, signed by a parent /guardian, outlining the reason for an absence to the Year Head before the beginning of class.

11. Bullying

Bullying is an offence against the dignity of the person. Please refer to The Anti Bullying Policy.

12. Games And Extra Curricular Activities.

Representing St Michael's College in any activity is an honour and brings responsibilities. Students must adhere to the College's Code of Behaviour at all times.

- Behaviour on and off the pitch must be exemplary.
- Students should wear the uniform appropriate to the activity and games gear should be clean and neat.
- Students who fail to turn up for an activity without prior notice will be punished by Saturday detention.
The notice given should be adequate to allow the person in charge to make alternative arrangements.
Participation in extra curricular events should take precedence over personal activities.

13. Mobile Phones and All Wireless Technology

When a student brings a mobile phone to school, the phone must be kept in his locker during class time. Under no circumstances is a student to bring his phone into the classroom. If a phone is confiscated by a teacher during class, it will be given to the Year Head who will then contact a parent / guardian, informing them of the incident before coming to an arrangement regarding its collection. If there is any suspicion that material saved on the mobile phone may provide evidence relating to a criminal offence, parents / guardians will be informed and the phone will be handed over to the Gardai for further investigation.

It is strongly advised that students use passwords / pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if

stolen). Students using mobile phones to bully others or send offensive messages/calls will face disciplinary actions as per the code of Discipline.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. If the actions of a student involving a mobile phone are shown to be of an extremely serious nature (criminal or otherwise) it can very definitely lead to the ultimate disciplinary sanction of the student being removed from the school.

NOTE: MP3 players / Ipods. etc. are not to be brought to class.

B. RESPONDING TO INAPPROPRIATE BEHAVIOUR

Stage One.

The classroom teacher is responsible for dealing with issues at stage one. Support options may include:-

- Reasoning with the student
- Reprimanding the student.
- Communicating with home (by note, phone call or meeting).
- Assigning extra written work.
- Administering weekday detention (notice home should be given).

No student is to be removed from class without a prior arrangement with the Deputy Principal (serious insurance implications).

Stage Two.

In incidents where the class teacher and Year Head deem that more serious action is required, the following additional sanctions may include:-

- Placing the student 'on report' for a specific period.
- Saturday morning detention.
- Contacting parents.

Stage Three.

For persistent or extremely serious incidents, the Year Head may report the student to the Deputy Principal. Further sanctions are available to the Deputy Principal, including:

- Exclusion from school trips and events.
- A ban on involvement and representing the school in extra-curricular activities.
- Detention
- Contact parents

Stage Four.

In situations where extremely serious or persistent incidents continue, the Deputy Principal may report the student to the Principal. At this stage, the Principal may:

- Meet parents
- Suspend the student from school.
- Refer for counseling.

Stage Five.

Any one or more of the above four steps may be bypassed for what are deemed serious breaches of the code. A Board of Discipline will act as a final step in the disciplinary process. The student, together with his parent(s) will be called before the Board. The Board reserves the right to recommend excluding a pupil in the interests of the health and safety of staff and students.

Expulsions

The Board of Management, after due process and consultation may expel a student. Expulsions may be appealed to the Board of Management.

A student may leave himself open to expulsion by reason of accumulation of minor disciplinary incidents. There are certain circumstances which may automatically lead to the permanent expulsion of a student from the College. The following is a non-exhaustive list of grounds for expulsion:-

Consumption of alcohol or illegal drugs while under the care of the College;
Threatening or intimidating behavior or verbal abuse or acts of physical violence or serious harassment towards a member of staff or fellow students;
Bullying fellow students; Persistent unruly or disruptive behavior in class.

The Principal shall decide whether to expel a student from the school in accordance with the following procedures:-

- The Principal shall convene a meeting of the Discipline Committee (Year Head Deputy Principal and Principal) with the student and parents concerned;
- The student and his parents/guardians shall have the right to state his case and examine the student's record in the school.
- The Discipline Committee shall consider all representations made by or on behalf of the student concerned before making a decision on the appropriate sanction.
- Should the Committee decide that expulsion is the appropriate sanction the Principal shall notify the parents that he is recommending expulsion to the Board of Management. He will offer the Parents the opportunity to address the board of management on the issue prior to a decision being taken.
- A decision of the Board to expel a student along with the reasons for same will be forwarded the relevant educational welfare officer in writing. The expulsion shall not take effect before the passing of twenty school days following the receipt of this written notification by the educational welfare officer.

The Principal of St Michael's College is entitled to suspend a student from the school during the process in order to ensure that the learning environment is preserved and that there is no threat to welfare of the students and staff in the college.

In accordance with the Education Act, 1998, a decision of the Board of Management to expel a student may be appealed to the Secretary General of the Department of Education and Science in accordance with the procedures of the Department.