



Cód dea-iompair Choláiste Muire

Code of Positive Behaviour

Scope of the policy

This policy applies to all of the students of Coláiste Muire and relates to all school activities both during and outside of normal school hours.

Ráiteas Misin/ Mission Statement

Coláiste Muire provides quality education through the Irish language by promoting the Irish culture. The aim that we have here in Coláiste Muire is to develop the student's personality spiritually, intellectually, physically and emotionally.

Cód dea-iompair Choláiste Muire/ Coláiste Muire's Code of Positive Behaviour

Coláiste Muire's Code of Positive Behaviour incorporates aspects of our pastoral care code, in that its basis lies in the fundamental Christian principal that **"we should treat others as we ourselves, would like to be treated"**. It is for this reason also, that the form tutor is the first intermediary in matters of pastoral care and in encouraging positive behaviour.

The objectives of our Code of Positive Behaviour are:

- To foster respect and courtesy for each other and for one's self.
- To promote tolerance, courtesy and consideration in our treatment of/and behaviour towards others.
- To provide a safe and secure environment for all members of the school community.
- To nurture a sense of responsibility.

Expectations of Parents/ Guardians

Parents/guardians have a vital role to play in the promotion of good behaviour in school. Hence, home-school links are very important and the school has the right to expect that parents/guardians give their full support to the management and staff of the school in the implementation of this Code of Positive Behaviour. In relation to the expectations of parents:

- a) parents have a statutory right, through their representatives, to be consulted, regarding the drafting and evaluation of the Code of Positive Behaviour.
- b) parents/guardians have a responsibility to actively support the staff of the school in the fair application of the Code of Positive Behaviour.
- c) parents/guardians who have enrolled students in Coláiste Muire shall be encouraged to engage in positive participation in school life in order to facilitate the development of mutually beneficial links between school and home and enhance the education of their children.
- d) parents have a responsibility to ensure excellent attendance and punctuality and to inform the school **in writing** about any reason for absence.

- e) parents collecting a student during school hours must make their presence known at the office.
- f) parents are expected to encourage and support their children with their school work and providing a suitable environment in the home.
- g) parents are expected to attend Parent/Teacher meetings and school functions in which their children may be involved, and attend any special appointments if requested.
- h) parents who wish to speak to a member of staff must arrange this through the school office.
- i) parents will do their utmost to ensure that all homework is completed.
- j) parents will sign the school diary every night.
- k) parents sign any notes sent by teachers.
- l) parents will provide their children with the required textbooks and accessories.
- m) parents have the responsibility to ensure good student hygiene at all times.
- n) parents will provide all necessary and relevant reports/documents necessary for the school to apply for relevant assistance from DES.
- o) It is essential that parents/guardians provide the school with contact numbers in the event of an emergency.

Parents are asked to read through the Code of Positive Behaviour with their child every year and sign it the beginning of each academic year.

Expectations of the Principal

The overall day to day responsibility for discipline within Coláiste Muire rests with the Principal subject to the authority of the Board of Management.

The Principal shall ensure that the Code of Positive Behaviour is administered in a fair and consistent manner.

The Principal shall encourage a sense of collective responsibility among staff and a sense of commitment to the school among staff, students and parents/guardians.

The Principal shall provide guidance, leadership and support to staff, students and parents/guardians in the application of the Code of Positive Behaviour and in disciplinary matters in general.

The Principal may, delegate duties regarding behaviour to other professionals working in the school.

The Principal has responsibility for ensuring that there is good governance of the school and that the policies of the school are implemented in a fair, transparent and consistent manner. Where there is a breach of these policies or an incidence of behaviour that is inconsistent with established standards in the school, the Principal is obliged to:

- a) Carry out an investigation into the incident. The principal must be satisfied that the matter is investigated in accordance with the principles of natural justice.

- b) Having carried out an investigation, the principal is obliged to come to reasonable conclusions. These conclusions must again be consistent with established standards in the school and in accordance with relevant policies and legislation.
- c) Having reached such conclusions, the principal is expected to act to redress any matters that may arise as a result of the investigation and to take appropriate action.

Expectations of the staff

The staff of Coláiste Muire shall be responsible at all times for dealing with the behaviour of students and they shall respond appropriately to any instance of unacceptable behaviour.

Teachers bear responsibility for discipline in the classroom and should:

- a. be present in the classroom with students as far as is reasonable and practical
- b. employ stimulating methods of teaching
- c. have positive expectations of students
- d. demand honest effort and high standards in terms of work and behaviour
- e. seek to create a stimulating and attractive classroom environment
- f. have positive regard for all students
- g. adhere to the Code of Professional Conduct.

In dealing with students, teachers should take cognisance of the students' social, environmental and cultural context.

In dealing with students, teachers should take cognisance of the students' emotional needs, psychological needs or specific learning needs.

Staff will recognise that each student is a unique individual with his/her own special context and situation which may need to be taken into account when dealing with that student.

Staff have the right to teach and carry out their professional duties unhindered and in an atmosphere that is conducive to teaching and learning, therefore no student has the right to take away from the teaching and learning in the classroom.

Staff will maintain a professional relationship with students at all times. Such professionalism is characterised by behaviour that shows respect for the interests and welfare of students. It implies competence, responsibility, integrity, impartiality, punctuality, a dedication to the education of students and a clear recognition of the role of the teacher in relation to that of the student.

Expectations of students

Rialacha Scoile/ School Rules

All students must:

- Show respect and courtesy to all members of the school community; this includes management, teachers, other staff, students and visitors to the school.
- National and International guidelines are in place with regards to COVID-19 and it is the duty of the school community to respect these guidelines. Should a student forget a face mask they will be facilitated with one. If the guidelines are ignored, school management have the right to enforce school sanctions up to and including suspension.
- Not engage in any activities which may be interpreted as bullying; this includes name calling, using inappropriate language, sending abusive messages, any physical acts of aggression or intimidation or interfering with the personal property of another student. This is not exhaustive an exhaustive list.
- Not engage in any behaviour which disrupts or delays the teaching and learning of the class.
- Come to class on time, properly prepared and equipped, and be responsible for her/his own property (theft is considered to be a serious offence).
- Sit in her/his assigned seat.
- Give her/his total attention.
- Accept responsibility for any damage, inadvertent or deliberate, which s/he causes to school property or to the property of another student; this will involve paying for the damage caused.
- Eat only in the assigned areas or outside. Eating in the corridors is not permitted.
- Littering is not permitted. Students must adhere to the schools environmental policy.
- Complete any assignments/homework set by the teacher.
- Enter or leave a classroom only with the teacher's permission.
- Chewing gum is forbidden in the school.
- Tippex is forbidden in the school.
- Each student must: Arrive in class on time and in full uniform
- Students must be in the school by 8:55 and arrive to class on time.
- The school journal is an essential piece of school equipment and must not be defaced in any way. Students must have the school journal in class. It is to be used to record homework, notes from parents, teachers and other school staff. If lost, a student must purchase a replacement journal from the school.
- Lockers are liable to inspection at any time.
- Students are strictly forbidden to use alcohol, cigarettes, solvents or any illegal drugs anywhere in the school or school grounds, or while attending any activities organised by the school.
- Students who need to take prescribed medication during school hours must inform the school authorities regarding this.
- Mobile Phones and Electronic equipment (e.g. MP3 players, recording devices etc) must be turned off on the school building/campus, otherwise they will be confiscated. Should a device be confiscated, a phone call will be made to the parent/guardian. They will be given the opportunity to collect the device at the end of the school day or alternatively the device will be returned to the student on the Friday of that week at 3:15pm.
- Absenting oneself from any class without the relevant teacher's permission is a very serious offence.
- A student who wishes to leave the school/school grounds must have **written** permission from a parent/guardian and permission from the school authorities. The note must specify the identity of the person collecting the child in the event that it is not the parent/guardian. The person collecting the child must "**sign the child out**" in the school

office. A note of explanation, signed by a parent/guardian, is required on the first day back after any absence.

- Parents / Guardians are requested to inform the school if there is any change in their child's travelling arrangements.
- A student who feels sick/ unwell should report this to her/his teacher.
- Good personal hygiene is expected at all times.
- N. B. The school has a statutory obligation to report absenteeism, which exceeds a total of 20 school days, to the Education Welfare Officer.

An Éide Scoile / The School Uniform

Buachaillí / Boys: Maroon v-neck jumper with school crest, grey shirt, black, grey or white t-shirt, tailored grey trousers (or boot cut) - no slits/no flares

Cailíní / Girls: Maroon v-neck jumper with school crest, grey shirt, black, grey or white t-shirt, tailored grey trousers (or boot cut) - no slits/no flares or a grey knee-length skirt
Those students who are members of the Coiste Gaeilge have permission to wear the Coiste Gaeilge jumper.

- The school jacket – a black jacket (with or without the school crest).
- Black shoes (with no stripes/markings) - First /Second/ Third/ Fourth /Fifth & sixth years.
- Certain body piercings are NOT acceptable, including pierced eyebrows. Studs or sleeper earrings may be worn in the ear lobe. Neat grooming is essential. Excessive make-up is not permitted. The school authorities are the final judges of acceptable standards in these and related matters, e.g. jewellery, etc...
- The school recommends that each student should have two sets of uniform. In the event of a student being out of uniform, an explanatory note is required from the parent/guardian. The full school uniform must be worn during all state examinations
- The school uniform is available in Prendergast's, Main St., Castlebar and Ken Murphy's Ballinrobe.

An Éide Spóirt / Physical Education Gear

Gach dalta /Every student:

White polo shirt, black track-suit bottoms (no stripe) black sweatshirts (available in school). Students are expected to attend and participate in P.E. classes as these are a compulsory part of the school curriculum. Notes excusing students from participation will only be accepted on medical grounds. Students must have their P.E. gear for this class; failure to do so will result in the student not being permitted to participate in the physical element of the lesson and may result in the student getting penalty sheets or other sanctions may be imposed.

Student representatives are invited to participate in each review of the Code of Positive Behaviour through the Students Council.

Strategies for encouraging good behaviour in school

- This Code of Positive Behaviour demands a high standard of behaviour from pupils and the school appreciates the importance of affirming pupils in their efforts to reach that standard. In order to affirm good behaviour, the school places particular emphasis on the relationship between teachers and students and especially between class teachers / year heads and the pupils under their care.
Every effort is made to encourage a positive atmosphere in classes through praising students' progress and affirming their efforts to improve. This is done informally in class. Students are regularly praised for good behaviour.
- Teachers write positive comments in the student's diary.
- A friendly and positive environment is encouraged in the communication between teachers and students around the school and especially on school committees and at extracurricular events. Every effort is made to support students who have personal problems and these problems are taken into consideration when dealing with breaches of the Code of Positive Behaviour which may arise.
- Information is provided at staff meetings about difficulties or problems pupils have to ensure that teachers can take that into consideration when dealing with them.
- At the end of each academic year an Awards Day is organised in which student success in a variety of disciplines are recognised and rewarded.

Strategies for dealing with breaches of the Code of Behaviour: Steps

Reasoning:

To give support to the teachers of the school as they teach and to improve the learning experience of the student. The safety of all students and staff is of the utmost importance in Coláiste Muire.

Sanctions are at the discretion of school Management depending on the severity of the incidence or an accumulation of incidences. At any stage steps may be skipped/omitted. The normal standards of decent behaviour are always expected.

A tiered report card system exists in Coláiste Muire.

A student may begin on level 1 progressing to level 2 or 3 for repeat offences. This system lasts for the academic year.

1. The student collects the collection of reports {5 for the week} from the secretary's office on the first day that he/she is on report.
2. The report card must be presented by the student to the teacher at the beginning of every class.
3. The teachers' comments & signatures will be recorded at the end of each class period.

4. During the last class of the day before the end of the class, the student reminds the teacher to let him/her out of the class to go to the Principal/Deputy Principal (in their absence the year head) to get the report signed and to make a photocopy of it.
5. The report card must then be signed by a parent/guardian each night.
6. The student will return it to the Year Head after five days. The student will remain on report at the discretion of the Year Head/Deputy Principal/Principal.
7. **Any serious breach of school rules will be dealt with by the school Principal. Immediate suspension may be incurred for certain offences such as smoking, substance misuse/possession, acts of verbal/physical aggression, this list is not exhaustive. A student who is in persistent breach of school rules, or who is on report, will be excluded from certain school activities, e.g. matches, tours, cinema/theatre visits. etc.**
8. Board of Management: If there is no improvement in the pupil's inappropriate behaviour and if the Principal feels that the case is serious enough, the pupil and his/her parents / guardians may be asked to appear before the Board of Management to discuss the pupil's future in the school. Parents / Guardians will be informed in writing beforehand as to the details of the meeting.

Step 1:

If an incident happens in the classroom {or in any part of the school} or in any out of school activity

- The teacher will write a note in the student's diary and in the teacher's own personal diary.
- A punishment will be given to the student

Sanctions available to Teachers

- ✓ Reasoning with the student
- ✓ Verbal reprimand
- ✓ Written assignment
- ✓ Change of seating arrangement in classroom
- ✓ Removal of a student to another classroom
- ✓ Confiscation of items which are inappropriate, dangerous or the cause of distraction
- ✓ Entry into the student's journal for the attention of the parents/guardians.
- ✓ Parents/Guardians will be asked to sign such entries in school journals.
- ✓ Detention – to be arranged by the teacher who gives the detention.
- ✓ Referral of student to Year Head. Year Head will be provided with a written report of the behaviour by the teacher making the referral.

Step 2:

If three incidents occur with the same teacher, the teacher puts a note on VSWare. The teacher writes an account of the 3 incidents on VSWare.

- The subject teacher involved will inform the Year Head at this point that the incidence has been logged on VSWare.

Sanctions available to Year Head

- ✓ Lunchtime detention from 1:20 pm to 1:50 pm and a text will be sent home to the parent(s)/guardian(s) to inform them of this.
- ✓ Assignment of written task related to the behaviour incident.
- ✓ Suspension of or withdrawal of privileges.
- ✓ Issue of report card to student.

Step 3:

If there are **two incidences** on VSware about the student,

- The Year Head will ring home to inform the parent(s)/guardian(s) of the incidences on VSware and that the student is being put on report. If there is an unsatisfactory account written during the week in regards to behaviour, the Year head rings home to inform the parent(s)/guardian(s) that their son/daughter will be kept for after school detention on Wednesday from 3.15 p.m. – 4.00 p.m. The parent(s)/guardian(s) must collect the students from detention. The Principal or Deputy Principal will supervise this detention.

Step 4:

If the misbehaviour/disrespect continues, etc a **level 2** and **level 3** report will be implemented.

- The disciplinary committee {Year Head, Class teacher and Deputy Principal} meets with the student.
- The student will be put on a level 2 or 3 report.
- If the student is on a level 2 report, the parents may be asked to attend the school to meet with school management.
- If there is an unsatisfactory report written during the week, the Year Head rings home to inform the parent(s)/guardian(s) that their son/daughter will be kept for after school detention on Wednesday from 3.15 p.m. – 4.00 p.m. The parent(s)/guardian(s) must collect the student from detention. The Principal or Deputy Principal will supervise this detention.

Step 5:

- If the student is on a **level 3 report**, the student will have lunch time detention for the duration of the week.
- If there is an unsatisfactory report written during the week, the Year Head rings home to inform the parent(s)/guardian(s) that their son/daughter will be kept for after school detention on Wednesday from 3.15 p.m. – 4.00 p.m. The parent(s)/guardian(s) must collect the students from detention. The Principal or Deputy Principal will supervise this detention.

Step 6:

Sanctions available to the Principal/Deputy Principal

In addition to sanctions listed above:

- ✓ Internal or external suspension for up to three days.
- ✓ Request parents/guardians to attend the school to discuss disciplinary issues concerning their child.
- ✓ The student will be on report for a week after the suspension and may be referred to the school counsellor.

Glacaim leis na rialacha thuasluithe – I accept the above code of conduct and agree to abide by the school rules.

Síniú an Dalta/Student Signature:

Síniú Tuismitheora/Caomhnóra/Parent/Guardian Signature:

Dáta/Date:

Amended and ratified by the Board of Management: 5-10-21