

SCOIL MUIRE GREENHILL

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Scoil Mhuire School Code

The Scoil Mhuire Code of Behaviour provides a framework for reasonable and responsible behaviour by all concerned. The management and staff of the school are committed to providing a secure and positive environment which accommodates as far as possible, the individuality of each student and acknowledges the right of all concerned to education and learning in a non-disruptive environment.

Mutual respect, co-operation and natural justice are integral features of the CEIST ethos and to achieve this we believe in the need to foster a sense of order and discipline.

In this context, sanctions may have to be imposed but the ideal is that students acquire the skills of self-discipline, consideration and co-operation which foster a good working and social environment. The school's code will have regard to the rights and responsibilities of all the parties concerned - management, teachers, students and their parents.

The management authority of Scoil Mhuire will endeavour to comply with all legal requirements as outlined in

- The Education Act 1998
- The Education (Welfare) Act 2000
- The Equal Status Act 2000

A. **Courtesy and Respect**

1. Students are required to show courtesy and respect at all times to all staff, visitors to the school and other students. Offensive and inappropriate language will not be tolerated.
2. Bullying/intimidation of any person is a serious offence and is not acceptable in this school.
3. Students are required to respect all school property.

B. **The School Journal**

Each student is required to have the School Journal in each class every day. If a student fails to produce the School Journal when requested, a discipline slip is automatically issued. All absence and permission notes are written and signed in the journal. Teachers may, on occasion, communicate with parents through the journal. Parents are requested to check and sign the journal regularly. The journal remains the property of school and must be kept in good condition. Graffiti is strictly forbidden. All notes to and from school will be collected at the end of the school year.

C. **Policy on School Attendance**

1. School attendance is essential on all days when the school is officially open.

2. Absences are officially recorded each morning and afternoon and a list of absentees is posted in the Staff Room.
3. A student's record of attendance may be checked by parents at any time. A record of attendance will be sent home regularly.
4. If a student is absent from school, a note written and signed by the parents must be included in the School Journal. This note must include a reason for the absence in accordance with the Education Welfare Act 2000. These notes are presented to the Year Head at 8.47 a.m. on the day following the student's absence.
5. If a student is present in the morning but absent in the afternoon, a telephone call should be made to the school office unless prior notice of the absence has been given.
6. All students are required to remain on the school premises and grounds between 8.47am. and 3.45/3.10p.m.each day unless special permission is granted.
7. If a student has to leave school (e.g. doctor's apt.) during the course of the day, a note of explanation must be written and signed in the School Journal and presented to the Year Head. Students leaving the building during the school day must be collected and signed out at the min reception by a parent/guardian or designated adult.
8. Any student leaving the school during school hours must sign be signed out at the min reception by a parent/guardian or designated adult.
Prior permission must be sought in the first instance from the Year Head or from Deputy Principal or Principal if the Year Head is in class.
9. Students may not remain on the school premises after 4.00pm unless participating in a supervised activity e.g. study, games, class etc.
10. This policy on School Attendance has been drawn up in accordance with the Education Welfare Act 2000.

D. School Policy on Punctuality:

1. Classes begin punctually at 8.47am and 1.50pm each day.
2. All students are required to be in each class on time each day and are expected to attend all timetabled classes. Absence from any class must be explained by a note in the School Journal. Students who absent themselves from class without permission will be subject to school sanctions up to and including detention.
3. Students who are late at 8.47am and 1.50pm must report to the Main Office and sign in.
4. A record of lateness will be kept and regular breaches will be reported to parents. Five unexplained "lates" will result in a lunchtime detention.
5. Students should only go to lockers at the following times: before 8.47am, at break-time, at lunchtime, after 3.40pm.

E. School Policy on Homework

Students are required to co-operate fully in the work of the class and to do homework, as required. Students who experience difficulty with homework should inform the class teacher. Repeated failure to do homework without a genuine reason will be recorded and treated as a breach of school discipline.

F. Policy on School Uniform:

1. The school uniform is to be worn in full at all times during the school day and at official school functions. Student uniforms should be kept in a clean and presentable state at all times.
2. The school uniform consists of:
 - “Anne Fahey” knee-length school skirt or “Virginian” school trousers and “Deerpark” jumper.
 - a white shirt and optional red tie
 - flat-soled plain black, navy or dark brown shoes (boots/runners are not permitted). Only students furnishing a current medical certificate may wear alternative footwear.
 - black/navy tights or socks
 - The wearing of jewellery should be kept to a minimum - one ring on the hand, one pair of small stud earrings, and a watch. Facial jewellery is strictly forbidden covered or uncovered. Students are expected to follow regulations in this regard as published from time to time.
 - Make-up should be kept to a minimum and appropriate for a school environment. All heavy eye make-up is forbidden.
3. Students are expected to wear the proper uniform for Physical Education classes. The P.E. uniform consists of:
 - unbranded navy track suit ends
 - School T shirt available in Outfield Sports. Senior students in 5th & 6th year have the option of wearing the school T shirt or a sleeved high neck jersey.
 - Runners suitable for physical activity.

Please note that the school cannot take responsibility for lost or misplaced gear.

G. Health, Safety and Welfare:

1. 1st, 2nd and 3rd year students are not permitted to leave the school grounds at lunchtime.
If a student consistently breaches this rule a more serious sanction will be issued in line with the school Code of behaviour.
2. Chewing gum, permanent markers, correction fluid and aerosol sprays are completely forbidden in the school.
3. Smoking on the school premises or grounds is strictly forbidden in accordance with Department of Health Regulations 1995 and will initially incur detention and suspension if persistent.
4. Students are not permitted to loiter at the school entrance or on the roadway at any time.
5. For students who are driven to or from school, parents are requested to comply with the following arrangements:
 - (a) On driving in the main avenue, continue around the school in a clockwise direction.
 - (b) No car should be driven into the car-park at the senior or junior side of the school before 8.47am., at lunchtime or at the bend of the school day. In particular no attempt should be made to turn at the senior side car park at these times.
 - (c) Students may be set down on the upper roadway at the back of the school or preferably on the main roadway near the pedestrian entrance.

6. Periodic Fire Evacuation Drill must be carried out promptly according to instructions.
7. Students are requested to note that tampering with fire safety equipment/security systems/external doors is a serious offence.
8. The unauthorised use of mobile telephones (or other electronic devices) by students in any part of the school building is not permitted. A student who brings a mobile phone to school must leave it powered off and out of sight throughout the school day. Mobile phones will be confiscated and a discipline slip issued for unauthorised use within the school building. Confiscated phones may only be retrieved by a parent at the end of the school day. The office phone can be made available at any time to students. If parents want to contact their daughter this should be done through the school office as contacting your daughter via her mobile phone may result in a discipline slip being issued to her
9. Students may only use the Computer Room facilities when supervised by a staff member. Any unauthorised access to the internet is strictly forbidden.
10. If a student comes to school using her own transport, she must park the vehicle outside the school grounds. Students are not permitted to park in the school car parks under any circumstances.
11. Confiscated phones may only be reclaimed by a parent, no earlier than at the end of the school day. An office phone can be made available to students whenever needed.

H. Outside the School Premises

Students are expected to keep all school rules and behave in a responsible way, when travelling to and from school, at lunch time and at school study. Good behaviour is also expected outside the school premises e.g. on school outings, when representing the school at games, drama and other activities and when wearing the school uniform outside school hours.

I. Unacceptable Behaviour

Minor Misbehaviour and/or Misbehaviour of an isolated and/or intermittent nature

Disruption of the educational process of students by any of the following:

- Talking out of turn
- Laughing to cause disruption
- Eating/drinking/chewing gum in class
- Failure to present homework
- Lateness for class
- Arrival for class without necessary books/equipment
- Uniform violations
- Graffiti
- Back-answering
- Horseplay/rough behaviour
- Rudeness to staff/students

- Copying homework
- Unauthorised use of a mobile phone in class

More Serious Misbehaviour

- Any of the above behaviours of a persistent nature
- Leaving class without permission
- Truancy from school
- Use of social media to make inappropriate/disrespectful comment about any member of the school community
- Theft or vandalism
- Graffiti of a personal nature
- Defiance of a teacher/supervisor or other staff member
- Refusal to hand up mobile phone
- Breach of public laws e.g. smoking on school grounds
- Serious disobedience i.e. refusal to obey clear and reasonable instructions
- Verbal abuse including foul language
- Aggressive or threatening behaviour or language
- Harassment of another person (race, disability, culture etc.)
- Forgery of parental signature
- Bullying i.e. Actions/comments intended to cause distress to another person

Gross Misconduct

- Any of the above offences which are repeated or persistent
- Physical assault
- Possession and/or use of contraband or illegal substances or breaches of the school policy on substance misuse
- Any illegal activity

J. Sanctions which may be imposed at any time may include the following:

- Verbal warning
- Placement in another class / Change of seating position in class
- Note home in the School Journal
- Telephone call to Parents from Teacher/Year Head/ Deputy Principal/Principal
- Discipline Slip
- Placement on Report i.e. requesting a grade from each teacher for every class period
- Lunchtime Detention
- Withdrawal from class to enable other students to learn without disruption
- Evening Detention
- Withdrawal of certain privileges e.g. permission to leave school grounds at lunchtime
- Exclusion from group/class trips outside school

- Suspension from particular classes or from school for a defined period of time
- Exclusion from the school as per Section 23 of the Education (Welfare) Act 2003 (in extraordinary circumstances and when all sanctions and attempts at remediation of behaviour have proven unsuccessful). Exclusion requires the prior sanction of the Board of Management.

K. School Policy on Managing Behaviour

Each staff member is responsible for creating an environment conducive to good discipline within the school. He/She will insist on co-operation by the student with guidelines on correct uniform, tidy classroom, punctuality and all school rules. Sanctions appropriate to misbehaviour will be applied by the relevant teacher/supervisor/person in charge at each stage. Every teacher, classroom assistant and supervisor has the right to correct or question any student at any time. Parents may be invited to meet with school management to discuss a student's behaviour/progress if necessary.

Level 1

The person in charge will correct the student verbally where necessary. This may be followed by speaking privately to the student to outline how behaviour can improve and issuing a verbal warning.

Level 2

A teacher may use the School Journal to record any problems which may occur in class, for the information of parents. Parents are requested to monitor the Journal and to acknowledge receipt of a note regarding student behaviour and progress.

Level 3

If misbehaviour continues, a Discipline Slip may be issued which will be recorded in the School Journal. It is important to note that a Discipline Slip may be issued immediately if there is an episode of misbehaviour e.g. confrontational behaviour/refusal to obey instructions/disruption of other students' learning/causing distress to another member of the school community. The subject teacher/supervisor and Year Head will deal with such issues immediately in order to achieve a speedy resolution.

Level 4

Students who accumulate 5 lates or 5 uniform breaches or a combination of both will be placed on lunchtime detention. Students who receive discipline slips without improvement are scheduled for Lunchtime Detention and are expected to attend if present in school on that day. The Year Head ensures that all such students are informed in advance. A student may be immediately scheduled for Lunchtime Detention as a result of serious misbehaviour. Students who are present in school but who do not present for Detention are automatically scheduled for Evening Detention from 4.00 until 6.00.

Level 5

In the event of further misbehaviour or when dealing with more serious breaches of the School Code, students may be scheduled for Evening Detention. Parents and students will be informed of the impending detention in the week preceding the date of detention. Failure to present for Evening Detention may result in suspension.

Level 6

As per the school policy on suspension & expulsion, students may be suspended from school for a period of time as a result of serious breaches of the School Code.

L. Suspension Principles

In certain cases of unacceptable behaviour, it may be in the best interests of the school community and/or the pupil involved, removing the pupil from school for a period of time. Under the Articles of Management for Secondary Schools, the Principal has the delegated authority from the Board of Management to suspend a pupil from attending school for a period up to and including three school days. The Principal/Board of Management will exercise this authority in a fair and non-discriminatory manner, having regard to their responsibilities to the whole school community and to the principles of natural justice.

The purpose of suspension is to allow pupils the time, under the supervision of their parents/guardians, to reflect on their unacceptable behaviour; to accept responsibility for the behaviour that led to the suspension and to change their future behaviour to meet the reasonable expectations of the school.

In general, there are two sets of circumstances under which suspension will be imposed:

- (a) Serious breaches of the School code that indicate the pupil should be removed from the school immediately following due procedures.
- (b) Repeated less serious breaches of the School Code those have not been rectified by disciplinary measures short of suspension. In such cases, a written warning detailing the unacceptable behaviour will have been submitted to Parents/Guardians through the School Journal or by letter.

The school reserves the right to implement disciplinary procedures as deemed necessary and appropriate. Conduct out of school hours may be relevant in the application of discipline in the school. Students are expected to show respect to all members of the community both inside and outside school.

Sanctions will be determined at all times by the seriousness of the violation of the School Code and will be applied with due regard to the principles of fairness and natural justice. Students will be offered opportunities within the school for counselling and assistance in changing

their behaviour. Referrals may also be made to outside agencies in the best interests of the student(s) subject to the prior permission of parents and a willingness on the part of the student involved engaging with the referral agencies. Refusal to engage with such services may be interpreted as a rejection of all reasonable school efforts to improve student behaviour. This may lead the Board of Management to consider the permanent exclusion of a student

M. Procedures for dealing with a Substance Abuse incident:

Parents and students are advised that procedures for dealing with an incident of substance abuse in the school is outlined in the School Policy on Substance Abuse. The disciplinary measures outlined above will be implemented and a contract for return to school signed by the student and her parents will be required by the Board of Management following such an incident.

N. Co-operation of Parents/Guardians:

Effective implementation of the school code requires that all parents accept and support the procedures outlined in this code.

O. Visitors to the School:

All visitors to the school including Parents are required to report to the Secretary's Office on arrival. In the interests of security and safety no visitor may leave the Main Reception Area without authorisation. Deliveries may be made at any time to the Secretary's Office. Under no circumstances should a Parent or other visitor go to a classroom or the locker areas unaccompanied.