

St. Mary's College

Dundalk



Code of Behaviour & Discipline

Passed at BOM Meeting on 07.07.2017

Mission Statement

St Mary's College is a Catholic secondary school under the patronage of the Marist Fathers. The primary aim of the College, through its spiritual and humanistic endeavours, is to promote and develop a sense of community where those entrusted to its care can be brought to the fullness of their human potential in accordance with the teachings of the Gospel.

The College, through its academic, pastoral and spiritual undertakings strives to provide for the holistic development and welfare of each of the students in its care.

Student Supports

The first priority of the management and staff of St. Mary's College is that all students are happy and fulfilled during their time with us. There is a comprehensive support system, of personnel and structures, to assist all students who may be experiencing difficulties in either their personal or educational life:

Internal

- Class Teacher
- Resource Teacher
- Learning Support Co-ordinator
- Guidance Counsellors
- School Completion Continuation Programme Co-ordinator
- College Chaplains
- Rainbows / Spectrum (Grief Programme) as requested or required
- Student Peer Support / Mentoring (Buddy System)
- Attendance Officers
- Academic Monitors
- 1. Year Team and 2. Student Support Team
- Deputy Principals
- Principal

Code of Behaviour and Discipline

Our primary aim is to work together as staff and students to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of cooperation and challenge, where each member of the college community is treated with mutual respect.

The Code of Behaviour and Discipline covers the following areas:

1. System of Rewards
2. Attendance / Punctuality
3. Uniform / Appearance
4. In the Classroom
5. General
6. Lunchtime and Break-time
7. Outside the College
8. Sanctions
9. Procedure for Suspension
10. Expulsion

1. System of Rewards

Rationale

It is the policy of St. Mary's College to reward positive contributions made to College life and to recognise and reinforce good standards of behaviour and effort. Consequently we have drawn up a system of rewards designed to promote and reward this good behaviour and effort and which may be used.

Rewards

- Teachers praise effort and behaviour as part of teaching strategy.
- Positive comments in Student Journal.
- Telephone calls to Parents / Guardians to mark achievements.
- Recognition and praise for individual and group achievements by staff during interaction with students.

- Acknowledgement and praise for individual and group achievements via PA announcements.
- Highlighting the positive at Year Group Assemblies.
- Highlighting the positive at Parent Teacher meetings.
- Certificates of Merit awarded to students for outstanding efforts either in or out of class.
- Leadership Certificates awarded to students who show recognisable leadership skills.
- Recognition of individual or group achievements in our College publications.
- Student of the Year - final year student who is deemed to have contributed most to the College.
- Transition Year Awards Night recognises the commitment of students to the spirit and purpose of Transition Year.
- End of Year internal award ceremonies recognise and reward both achievement and effort within year groups.
- Prize Night is designed to recognise and reward both achievement and effort in all areas of College life.

2. Attendance / Punctuality

A direct relationship exists between students' daily attendance and academic performance, personal development and good work habits. The College is bound by law to record a student's attendance and inform The Educational Welfare Board if a student has been suspended for more than six days or if a student has been absent for 20 days.

Rules

- The academic day lasts from 8.50 am to 3.50 pm. Students should be in the College by 8.35am.
- Any student arriving late for morning or afternoon class must first sign in at the office and get their student journal stamped.
- A Parent / Guardian must complete a note from the journal if:
 - The student is late and has a valid reason

- The student must leave the College during the day for a legitimate reason. Having been granted permission to leave the school the student must sign out in the office. Any breach of this rule is a very serious matter. Under the direction of the Board of Management no student may leave the college without being collected by a parent/guardian.
- The student has been absent from the College the previous day or number of days.
- Parents / Guardians will be informed if a student is persistently late without a valid reason. Students who accumulate three (3) such 'lates' will be put on a detention.
- The student may also be returned to the care of their Parents / Guardians if he / she is persistently late without a valid reason for a brief suspension.
- Students must arrive for class in time during the day.
- All students participating in extra-curricular activities must report for roll call at 8.50am and where necessary at 1.50pm.
- Having been granted permission to leave the student must sign out in the office. Any breach of this rule is a very serious matter.
- Parents / Guardians are requested not to make routine dental, optical or medical appointments during normal College hours.
- Family holidays, that would necessitate a student's absence from the College, must not be arranged outside official academic holiday periods.

3. Uniform / Appearance

St. Mary's Uniform Policy is as follows:

- Students must be clean and tidy and wear the full, correct uniform coming to the College, when at the College and when returning from the College.
- Full uniform must also be worn on all College related activities unless otherwise instructed.
- All items of uniform should be labelled with student's name.
- Jackets should be placed in lockers / bags when not in use.
- Students who fail to wear full, correct uniform may not be admitted to class or attend College activities on that day.

The uniform consists of:

Boys

- Grey trousers
- Black V-neck College jumper with College crest
- Grey shirt and College tie
- Official College jacket with College crest / name
- Plain black shoes (Runners are not permitted, leather uppers – no logos)

Girls

- College Skirt
- Black V-neck College jumper with College crest
- White shirt and College tie
- Official College jacket with College crest / name
- Plain black shoes (Runners are not permitted, leather uppers – no logos)

P.E. Uniform (1st & 2nd Year only)

- College tracksuit top – available only from the College
- White or black polo shirt
- Black tracksuit bottoms
- White / non-marking runners

Practical Classes

Protective clothing and goggles must be worn as instructed.

Students should note the following:

All visible body piercing, with the exception of one stud in each ear lobe (Girls only)

- Piercing – only one stud per ear
- Non-school jackets are not permitted
- Boots are not permitted
- Acrylic nail varnish is not permitted
- Visible tattoos are not permitted
- Wearing of symbols, badges that may be considered offensive or discriminatory to others are not permitted
- Slits in trousers / skirts or frayed hems

- No skin cuts / designs – one blade minimum
- Neat hair is essential and be of a natural colour
- Any other items deemed unsuitable

NOTE: The right is reserved to ask students to remove any of the above items at any time.

NOTE: Boys must be clean shaven

4. In the Classroom

Rules

- Students must enter the classroom quietly in an orderly manner and on time.
- Students must sit in their allotted seat unless requested by a teacher to change.
- Correct uniform must always be worn in class.
- Students should take out journal, books and materials for class immediately.
- Students should produce homework on time or present a legitimate excuse at the beginning of class.
- Extra-curricular activities are not an acceptable excuse for not doing homework. It is the student's responsibility to catch up on work missed.
- Students should participate positively in the work of the class and co-operate fully with the teacher's instructions.
- Students should have a student journal in class, well maintained with no graffiti.
- If late for class, a student should produce a journal duly stamped in the College Office.
- A sick student must notify the class teacher or College authorities before absenting themselves from class. Any unauthorised absence from class will be regarded as truancy and will be dealt with accordingly.
- Any unauthorised absence from class will be regarded as truancy and will be dealt with accordingly.
- If a student feels that he / she has been misunderstood he / she should wait until the end of class and politely request the opportunity to discuss the matter.
- Disrespect and defiance to any member of staff, permanent or substitute, will be viewed as a very serious breach of discipline.

- Any attempt to intimidate or threaten a teacher physically, verbally or by any other means will be viewed as a most serious breach of discipline.
- Students should never poke fun at or ridicule any student in their class or any student entering their classroom on a message.
- Drinking, eating and / or chewing gum is prohibited in the class.
- Intentional breaking, damaging or defacing classroom furniture is prohibited. Parents/Guardians will have to bear the cost of replacement and / or repair.
- Students must obey the specific rules and regulations governing specialist areas such as Science Laboratories, Audio-visual, Technical Graphics, DCG, Construction Studies, Technology, Art, Computer or Home Economics rooms as well as the Gym and playing fields.
- Students must obey fire drill procedures during fire drills and / or fire evacuation.

5. General

Rationale

St. Mary's College community consists of over seven hundred individuals. The rules outlined below are intended to create a healthy, safe, orderly and enjoyable environment for all.

Personal Belongings

- Students are responsible for their own belongings and must label clearly each item of personal property and keep them in their lockers.

Respect

- Students must show due respect to everyone in, or visiting, the College, including teaching and ancillary staff.
- Students should always stand back to allow adult employees priority on the College campus.
- If a student feels that he/she is being bullied, or is aware of other students who are being bullied, they should bring the matter immediately to the attention of their Academic Monitor, Year Head, the Principal or Deputy Principals.

Health and Safety

- Students must not run on corridors or on passages around the College.
- Students should avoid loud and unruly behaviour and walk on the left hand side at all times.
- Students must not leave bags in doorways, stairwells or within confined areas.
- Smoking is forbidden in the College campus and on any College outing or activity.
- Alcoholic drink and drugs are banned and any breach will be viewed as extremely serious.
- Any student who is known to be involved supplying or procuring drugs either on the College premises or otherwise will be dealt with in accordance with the College's Substance Use policy.
- Drinking or eating is prohibited around the College except in designated areas.
- Chewing gum is forbidden all around the College.

College Environment

- Students should take pride in the College and its environment.
- All areas of the College should be kept clean and respected.
- Students should not litter but use the appropriate bins provided.
- Graffiti will not be tolerated.
- Intentional defacing or damaging College property is a serious breach. Parents/Guardians will be required to pay for the costs incurred by the College and student may face serious sanction.
- If a student breaks or damages any part of the College property, even by accident, they should own up to it immediately.

Mobile Phones

- Mobile phones may not be used in the College during the academic day.
- Confiscation is immediate and phone is given to Principal or Deputy Principals.
1st Offence: 3 days removal, 2nd offence: 5 days removal, 3rd offence: 2 weeks removal. Failure to hand up phone immediately may lead to further sanctions.

- Parents / Guardians should contact the College office if they wish to contact their child.

Technological equipment

- The use of personal music devices and other electronic devices is only permitted at break times.
- All devices capable of recording voice/sound, devices capable of emitting sound and devices capable of emitting light beams or images must not be used.
- All hand held game consoles and other such gaming devices are also prohibited in College life and all College related activities.
- The misuse of any technological equipment will warrant its confiscation.

ICT

- The use of ICT is promoted in the College and is understood to play a valuable role in our students' education.
- All students must sign the College's ICT Provisions and Acceptable Usage Policy.
- Inappropriate use of ICT by students may lead to serious sanctions, up to and including expulsion.

Lockers

- Students must put all items of value into lockers. The College cannot take responsibility for items of value that are left in public areas of the College.
- Students are permitted to go to their lockers at the following times only:
 - Before class begins in the mornings.
 - At break time
 - At lunchtime
 - At the end of the academic day
- Lockers may be inspected at any time by any member of the senior management team.

6. Lunchtime and Break-time

- Queue in an orderly fashion at the College Canteen.

- Loud or unruly behaviour will not be tolerated.
- Students may access the playing fields but must be visible at all times. Access to paths around the playing fields is not permitted without the specific approval of staff or supervisors.

7. Outside College

The Board of Management stresses that any behaviour by a student of St. Mary's College which takes place off the College premises and outside the academic day but which impacts in a serious and negative way on other members of the College community is covered by the Code of Behaviour and Discipline and comes within the remit of the Board of Management. Such behaviours include:

- Intimidation, verbal attacks, threatening or bullying of another member likely to cause fear of College for this member.
- Interference with the property of any member of the management or staff of the College.
- Involvement in the use or sale of illegal substances.
- Involvement in activities that bring the College into disrepute.

8. Sanctions

Rationale

The College may apply a range of sanctions appropriate to the circumstances and seriousness of each individual case. These are tiered in nature to ensure a just and equitable approach that respects the dignity of all involved and depends on the seriousness of the breach of discipline in question. These include:

- A verbal warning
- A note home to Parents / Guardians in the Student Journal
- A phone call to Parents / Guardians
- Additional appropriate written work
- Rescinding of permission to leave College at lunchtime
- Lunchtime detention
- Evening detention
- Saturday morning detention

- The student may be put on report
- Internal suspension
- Removal from College trip or extra-curricular activity
- Suspension
- Expulsion

9. Procedure for Suspension.

The Principal may impose a suspension of up to 5 days. Alternatively, the Principal may refer the matter to the Board of Management who would meet within a reasonable period of time. In such an event the student will remain at home until the Board of Management reaches a decision. The Board of Management's decision will be communicated to the Parents / Guardians by registered post.

A suspension imposed by the Principal may be appealed to the Board of Management. In this event the suspension stands until the Board of Management makes a decision to revoke it.

Any suspension in excess of 6 days (cumulative) will be notified to the Educational Welfare Officer (EWO), HSE (Túsla)

If a student is suspended for 20 days (cumulative) in the academic year their Parents / Guardians may appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998.

10. Expulsion.

The Board of Management may consider the permanent exclusion of a student:

- If the behaviour of the student is repeatedly preventing teaching and learning from taking place on an ongoing basis.
- If the behaviour of the student is such that other members of the College community are intimidated or threatened by the student's continued presence in the College.
- If the behaviour of the student poses a threat to the health and safety of any member of the College community.
- If the behaviour of the student is such that it brings the good name and reputation of the College into disrepute.

- If the student is involved in a serious one-off offence which breaches the College's Code of Behaviour and Discipline.

When an expulsion is being considered:

- The Principal will refer the matter to the Board of Management who will consider sanctions up to and including expulsion.
- Parents / Guardians will be notified by registered post that the matter has been referred to the Board and of the sanctions the Board will consider.
- Parents / Guardians will be invited to attend the Board meeting. The student may also attend. It is up to the Principal to arrange the time of the meeting.
- If Parents / Guardians decline to attend the meeting they will be invited to make a written submission.
- Principal will meet with Parents / Guardians prior to the Board meeting and explain procedure.
- Principal will inform Parents / Guardians of his / her intended statement.
- Written version of Principal's statement will be made available to parents/guardians prior to Board of Management meeting.
- Educational Welfare Officer, HSE (Túsla) will be notified of the situation.
- A decision by the Board of Management to permanently exclude will be communicated in writing by registered letter to the Parents / Guardians.
- Parents / Guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998.
- The National Educational Welfare Board will be notified of the Board of Management's decision to expel.
- The expulsion does not become effective for twenty school days after the National Educational Welfare Board has been notified. The student remains suspended during this time.
- The Principal should, with the agreement of the Parents / Guardians, assist in sourcing another College for the student.

Signed: _____

Chairperson, Board of Management, St. Mary's College

Dated: _____

Parents / Guardians Agreement



(Please detach and return to the College Principal)

We / I have read the Code of Behaviour and Discipline of the College and undertake to support it to the best of our / my ability.

Signed:

Parent / Guardian: _____

Parent / Guardian: _____

Student: _____

Date: _____

A student may not attend the College if the Code of Behaviour and Discipline is not signed.

College Contacts

Principal:	Mr. Alan Craven
Deputy Principals:	Mr. Gerry Lambe Ms. Anita White
Guidance Counsellors:	Mr. Tony Butler Ms. Anita Morgan
Programme Coordinator:	Mr. Tommy Flynn
College Chaplains:	Ms. Rosie Reynolds
College Secretary:	Ms. Patricia Begley
College Phone number:	042 9339977 042 9339984
College Fax number:	042 9328020
College email address:	office@maristdundalk.ie
College Web address:	www.maristdundalk.ie