

Code of Behaviour



Ardscoil na Mara

Tramore, Co. Waterford



Iontaobhas Scoileanna Éamainn Rís
Edmund Rice Schools Trust



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Ardscoil na Mara **Code of Behaviour**

Ratified by the Board of Management

Date: _____

Signed: _____

Signed: _____

**Chairperson,
Board of Management**

**Secretary,
Board of Management**

Date of next review: _____

1. Ardscoil na Mara Mission Statement

Ardscoil na Mara, which is immersed in the Edmund Rice (ERST) and the Religious Sisters of Charity traditions, is committed to developing the full potential of each student, within a welcoming Christian atmosphere, which is supportive of self-esteem and promotes freedom, coupled with a sense of responsibility.

The ERST Charter

- Nurture Faith
- Promote Partnership
- Excellence in Teaching
- Creating Community
- Inspiring Leadership

Religious Sisters of Charity

- Gospel Values
- The vision of Mary Aikenhead
- The Education of the Whole Person
- Partnership
- The Environment

2. School Profile 2017-2018:

School Details

Ardscoil na Mara, Tramore, Co. Waterford.

Telephone: 051-395124

e-mail: office@ardscoilnamara.ie

Website address: www.ardscoilnamara.ie

Twitter: @ArdcoilNaMara

Patrons

Edmund Rice Schools Trust

The Religious Sisters of Charity

School Type

Co-educational Voluntary Secondary School

Principal

Mr. Pádraig Cawley

principal@ardscoilnamara.ie

Deputy Principals

Mr. Anthony Leahy

Ms. Michelle Jefford

anthonyleahy@ardscoilnamara.ie

michellejefford@ardscoilnamara.ie

Ms. Ann Hennebry

annhennebry@ardscoilnamara.ie

Chairman of the Board of Management

Mr. Brian Flannery

3. Code of Behaviour:

3.1 Introduction

The management sets out below the rules, regulations and procedures that have been drawn up following consultation to ensure a good learning environment and the smooth operation of the school's supporting discipline system. Discipline is necessary in the school for safety, security and happiness of each individual pupil and the welfare of the entire community. Each pupil has the right to expect an orderly, predictable, pleasant and secure environment in which to work and grow. By adhering to the school rules and the code of behaviour, a friendly environment can be created where all concerned can work, study and relate in a positive way and in pleasant surroundings

3.2 Aims

The code of behaviour aims to achieve the following:

- An understanding and acceptance of the rules governing behaviour within the school.
- To develop a moral and spiritual framework within which initiative, responsibility and mutually respectful relationships can flourish.
- To ensure that an atmosphere exists in which effective teaching and learning can take place.
- To develop an ethic of hard work as well as a sense of self-worth and a respect and tolerance for others.
- The involvement and cooperation of parents and guardians in supporting the code and operation of sanctions.

3.3 Application of the Code of Behaviour

The code of behaviour will apply:

- Within the school campus during the school day and any after-hours activities.
- On the way to and from school.
- On all school-linked activities, including school tours, outdoor pursuits, field trips, sports activities, retreats, school visits/ expeditions, official school charity collections and events.

3.4 School Rules

1. That you come to school every day and arrive on time.

This means:

- That you arrive each day before 8.50am in preparation for roll call at 9am.
- That you attend everyday unless it is absolutely unavoidable.
- That absences be explained by note from parents to tutor/assistant year head/year head or deputy principal and are handed up during roll call each morning.
- That if you must leave school during the day, you must be signed-out by a parent/guardian at the front desk.
- That you arrive at all classes on time and not delay on way.

Please note: Any student who arrives to school with a suspicion of being under the influence of alcohol/drugs will be asked to leave and/or the Gardai notified.

Because:

- Time missed is difficult to make up.
- The school is entitled to an explanation.

- The school is responsible for you during school time.
- Out of courtesy to your teachers.
- Good attendance and good timekeeping helps a full class do well.

2. That you do your best to work both in class and at your homework.

This means:

- That you listen to your teachers.
- That you do not disturb teaching and learning in the class.
- That you do your homework each night, written and oral.
- That you always carry your journal and take down all of your homework in it.

Because:

- The teacher has a right to teach.
- Other students have a right to learn.
- It supports the work done in class.
- It helps you to organise your homework so that you will succeed in school.

3. That you come in properly prepared for your subjects:

This means

- That you have the correct books, pens, copies, etc.
- That you bring any special equipment needed e.g. P.E. gear, drawing equipment, etc.

Because

- You waste time if you have not got them.
- You cannot do the subject without them.
- It disturbs teaching and learning.

4. That you come to school in full uniform, clean and tidy

(Full details of the uniform requirements are contained in the uniform flier distributed at the beginning of the year and in the school journal).

This means

- That you wear the school shirt, school jumper, grey slacks and black or blue leather shoes.
- That your hair, if dyed, is a natural colour and tied back.
- No jewellery is allowed except a watch, one ring, and one pair of small earrings i.e. one stud per lobe of each ear. Facial piercings e.g. eyebrows, nose, lip etc. are not permitted.
- Make-up may not be worn except for a discreet amount of tinted moisturiser or concealer.
- Skirts should be knee length worn with navy tights or knee length socks. Ankle/trainer/sports socks are not permitted. (Please see uniform flier).

Because

- This is the uniform agreed to by parents, students and the school authorities. Students should wear it with pride.
- We all have a responsibility to maintain image of school.
- Wearing inappropriate piercings is a health and safety concern.

Final decisions on acceptable standards of appearance and dress will rest with the school management because we must make decisions on health and safety grounds as well as protecting the image of the school.

5. That you have respect and consideration for other students

This means

- Being fair to everyone.
- Helping other students if they need help.
- Not picking on or bullying others – see the Anti-Bullying policy.
- Not fighting in or out of school. The school reserves the right, but not the obligation, to deal with after school incidents, which affect the students, staff or the reputation of the school.
- You respect the property of others.
- Privacy in places such as school toilets and changing rooms is respected at all times.

Because

- Mutual respect is important.
- You would like the same to happen to you.
- Bullying can cause fear, hurt and misery. We want our school to be a safe place for all who attend
- It could cause serious injury or accidents.
- You would like others to do the same because defacing/damaging school property is destructive and shows a lack of respect for the school community of which the student is a member.
- Mobile phones, while never allowed onto school premises, are not allowed to be used to take photographs or images of other students in areas where there is reasonable expectation of privacy e.g. toilet and/or changing rooms.

6. That you show courtesy, consideration and good manners in your dealings with teachers, other staff members, visitors and local residents.

This means

- Full co-operation in classroom.
- Not being aggressive in behaviour or language.
- Carrying out instructions without question.
- Respectful behaviour to our community.

Because

- Smooth running of classrooms demands it.
- The opportunities for learning need to be maximised.
- Mutual respect is important.

7. That you respect the school environment

This means

- Keeping school clean and free of litter.
- Litter must be placed in bins.
- No chewing gum.
- Not returning to the school grounds after school hours/weekends/holidays.
- Toilets are kept clean and tidy and in a state that can be used by others.

Because

- Everybody benefits from working in a pleasant environment.
- Chewing gum is unhygienic.

- Ardscoil na Mara is under the control of BAM Facilities Management and is private property.

8. The school strictly forbids the possession or use of cigarettes (incl. e-cigarettes), alcohol or drugs on the school premises or while engaging in school activities.

9. Mobile phones and digital recording/ playing devices are not permitted on the school campus:

This means

- Any student found in possession any type of mobile phone, recording or playing device on the school campus, during the school opening times i.e. 8am-6pm (including evening study), will have the phone or device confiscated immediately. Any phone confiscated will only be returned to a parent/guardian by appointment with the principal.
- The principal has been authorised by the Board of Management to retain the phone from 1-3 days. This is at the principal's discretion and is dependent on a student's attitude to submitting the device.
- Students who refuse to hand over their phone may have the length of time the phone is confiscated for, increased, and in serious cases may be suspended. This, again, is at the discretion of the principal.
- Should there be a second breach of this school rule, the phone will not be returned until the end of the school term.

Please note: use of phones to take pictures or breach the privacy of another student in toilets, changing rooms etc. is a particularly serious offence and may result in immediate suspension and notification to the Board of Management/Gardai for possible further action.

10. School toilets are to be respected and behaviour in them must be appropriate:

This means:

- Toilets should only be used at break times;
- Students should only use those toilets assigned to them;
- Students should not congregate in toilets as they are not social areas.

Because:

- Students have a reasonable expectation to privacy in school toilets and changing rooms.

Please note: Using phones/or recording devices in toilets is a serious breach of the schools Code of Behaviour and may result in immediate suspension and notification to the Board of Management/Gardai for possible further action.

3.5 Promoting Positive Behaviour

Promoting good behaviour is one the main objective of the school's Code of Behaviour. Through its ethos, policies and practices, Ardscoil na Mara actively promotes positive behaviour and seeks to prevent inappropriate behaviour.

The school is actively committed to consistency in promoting good behaviour. This can be achieved by mutually respectful relationships between student and teacher.

- Students are given responsibility and are encouraged to understand why the Code is important.
- The Code is made to work in a fair and consistent way.
- Standards are clear, consistent and widely understood and high expectations are set.
- The school climate and atmosphere are created by the actions of everyone who is connected to the school: teaching staff, other staff, parents/guardians and students.
- Parents/Guardians, students and teachers are invited to be involved in seeking to promote good relationships and a harmonious atmosphere through positive interaction.

- Adults model the behaviour expected from students.
- Clear boundaries and rules are set for students.
- Students are helped to recognise and affirm good behaviour.
- Positive feedback is provided through the school journal where merited.

The school acknowledges, promotes and rewards good behaviour in a variety of ways. This includes the following:

- 1 Verbal praise in class.
- 2 Positive points assigned in Record of Behaviour Book.
- 3 Written note in journal.
- 4 Compliment cards, letters of excellence and school beanies to be presented / sent to students by the school management who achieve a minimum of 10 positive points.
- 5 Rewards given at various times, at the discretion of the year head in conjunction with school management, to groups of students who do not receive any negative points eg. Positive points party for 1st, 2nd & 3rd years as a reward for accumulating no negative points.
- 6 Regular assembly reinforcing and encouraging positive behaviour.
- 7 Christmas and Summer Reports.
- 8 Notice boards.
- 9 Intercom.
- 10 Newsletter.
- 11 Directly from teachers, year head, deputy principal(s) and principal.
- 12 Annual prize-giving.

3.6 Response to Unacceptable Behaviour:

It is the responsibility of the school authorities:

- To maintain a classroom and school environment which is safe for students, teachers and other school staff.
- To maintain a classroom and school environment that is supportive of the learning of every student and ensures continuity of education.

It is the policy of the school to intervene early and positively when a student's behaviour does not meet standards expected.

3.6.1 Sanctions:

1. Verbal Warning

2. Extra work being assigned

3. Points System

- Behaviour points may be distributed by a classroom teacher in response to a number of incidents that disrupt teaching and learning.
- Notice will be given to the student by the teacher either written and/or logged on VSware which includes the reason for and number of points imposed.
- This written notice must be brought home, signed and returned to the class teacher.
- The number of points will be counted by the year head and collated.
- If a student exceeds -10 points, an automatic detention will follow.
- If a student reaches -15 points a Saturday morning detention will follow and a report card will be issued. This will result in the student put on report which tracks their behaviour and application to work, issued by the year head each morning, which must be signed by a parent/ guardian every night and returned to the year head each morning.

- If a student reaches -25, an in-school suspension will follow combined with a meeting with parents/guardian. A behavioural management plan will be developed.
 - If a student exceeds -35 points, a further meeting with parents/guardians will be called and a suspension is likely.
- 4. Students who receive multiple points will not be considered for selection for extra/co-curricular activities i.e. -10 points will lead to exclusion for the next event, -20 for two events etc.**
 - 5. Telephone/written communication with parent(s)/guardians**
 - 6. Referral to the year head, deputy principal or principal as deemed appropriate**
 - 7. Withdrawal from class if deemed necessary by management to allow time for investigations to take place**
 - 8. Meeting with parent(s)/guardians**
 - 9. Friday afternoon detention**
 - 10. Suspension from school**
 - 11. Referral to social services agency or Gardai**
 - 12. Referral to Board of Management for permanent exclusion**

3.6.2 Serious Incidents of Misbehaviour

Each case will be judged on its own merits, and any of the above stages may be omitted when deemed appropriate by the school authorities. In cases of serious misbehaviour - for example, when the authority of a teacher or the school is seriously challenged, if the school has been brought into disrepute or if normal civil law has been breached - the principal or deputy principal will deal with the matter in the first instance. Suspension, exclusion or other sanctions, at the discretion of management, may be considered as a first option. Furthermore; the principal, the deputy principal, or a year head may choose to intervene at any stage of the discipline process when this is deemed to be necessary or helpful. Generally, in the case of such incidents, a student will be asked to fill out a Serious Incident Record. The purpose of this form is to direct the student towards reflection on her behaviour and its implications for herself and the rest of the school community. When investigating an incident which may lead to a lengthy suspension or exclusion, the following procedures will be adopted by the principal:

1. The student or students involved in the incident will be interviewed.
2. The allegations against the student will be outlined and her responses noted.
3. The student may be asked to fill out a written report on the incident.
4. Other members of the school community, e.g. staff, students etc. may be interviewed as deemed appropriate. Written reports may be sought and notes taken at interviews will be kept on file for future reference.
5. Parents/guardians will be asked to come to the school to meet the principal who will outline the case to them and the pupil. Once again, responses will be noted.
6. The principal will then decide the sanction (if any) to be applied.

3.6.3 Suspension and Exclusion Policy

Suspension: General principles

Suspension is a serious sanction and, normally, other interventions will have been tried before suspension is considered. School staff will have reviewed why these have not worked. Suspension will be considered where there has been serious misconduct such as:

- The student's behaviour has had a serious disruptive or detrimental effect on the education of other students.
- The student's continued presence in the school is potentially dangerous and constitutes a threat to safety.
- Gross disrespect to a member of staff.
- Failure to submit a phone when asked to.
- Deliberate damage to school or private property.

This list is not exhaustive

A single incident of serious misconduct may be grounds for suspension.

Automatic suspension

Certain breaches of the rules, if serious and self-evident, may lead to automatic suspension. Such breaches would include:

- Fighting or assault or violence.
- Refusing to submit a phone or recording device.
- Physical or sexual assault.
- Bullying or harassment.
- Threatening behaviour.
- Reasonably suspected possession or dealing in drugs, alcohol, addictive substances (un-prescribed drugs) or illegal substances.
- Reasonably suspected of being under the influence of drugs, alcohol, un-prescribed drugs or illegal substances.
- Serious damage to property.
- Smoking, including e-cigarettes, within the vicinity of the school.
- Use of a mobile phone or recording device:
 - being in possession of/using on the school campus;
 - to take inappropriate images and/or put on social media platforms;
 - to compromise the privacy and dignity of others;
 - to take a share photographs/images of members of the school community without their permission;
 - to record or photograph members of staff who are going about their professional duties.

Suspension procedure

Before considering suspension, the school will investigate the complaint thoroughly. These include the right of the student and his / her parents/guardians to be heard and to respond to the complaint, and the right to impartiality.

Normally involved would be the deputy principal and the year head. They may seek assistance from other members of staff not involved in the incident. The investigation will include meeting all those concerned and giving them every opportunity to present their case.

Where there has been a very serious breach the deputy principal will be informed immediately. This would include:

- Fighting or assault or violence.
- Bullying or harassment.
- Threatening behaviour.
- Reasonably suspected possession or dealing in drugs, alcohol, un-prescribed drugs or illegal substances or smoking.
- Reasonably suspected of being under the influence of drugs, alcohol or illegal substances.
- Failure to submit a mobile phone when requested.
- Serious damage to property.

On completion of the investigation the results and evidence are given to the principal.

Decision to suspend

Only the principal and the Board of Management have the legal authority to suspend a student. The principal of Ardscoil na Mara has written authority from the Board of Management to suspend a student for up to five days, without immediate reference to the Board. Only in exceptional circumstances will there be consideration of a suspension longer than five days, and the Board will be notified.

Implementing suspension

The Principal will notify the parents/guardians and the student of the suspension by letter. The letter will include:

- The reason(s) for the suspension.
- The period of suspension, with relevant dates.
- Any study programme to be followed and a request that parents/guardians sign the completed work if applicable.
- Arrangements for returning to school including any commitments to be entered into by the student and parents.
- Provision for an appeal to the Board of Management and to the Secretary General of the Department of Education. This appeal “to be made within a reasonable time from the date the student/parent/guardian was informed of the decision” (Education Act 1998 Section 29).
- Any other relevant matter.

Immediate suspension

In certain exceptional circumstances, the principal may determine there are grounds for immediate suspension for reasons of the safety of the student, other students, staff or others.

Where appropriate the principal and deputy principal(s) will conduct a preliminary investigation to establish the case for suspension. The formal investigation will follow immediately on the imposition of the suspension.

In the case of immediate suspension, parents/guardians will be notified and arrangements made with them for the collection of the student. They will be informed that a more thorough inquiry is underway and will be asked to attend the school, with the suspended student, within a maximum of three days.

Re-integrating the student

On completion of the suspension, the school will make every effort to re-integrate the student quickly into school life and to ensure that he / she catches up with any work missed. The student will be expected to apply themselves diligently to their work, to follow the code of behaviour.

Clean slate

The student will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and the sanction imposed, once the sanction has been completed the school expects the same behaviour of this student as of all other students.

Reporting suspensions

The principal reports all suspensions to the Board of Management. If required, the principal will report a suspension to TUSLA.

Grounds for removing a suspension

A suspension may be removed if the Board decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the *Education Act 1998*.

Expulsion

The Board of Management alone has the authority to expel a student. Only serious cases of unacceptable behaviour will warrant consideration of expulsion.

Grounds for expulsion include:

- Behaviour that is a persistent cause of significant disruption to the learning of others or the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to the safety of himself/ herself, other students and/or staff members.
- Serious damage to property.

Misconduct that might lead to a proposal to expel would be very serious examples of those that could lead to suspension. In cases of persistent misconduct expulsion would be considered only as a last resort and will only occur where all other interventions and attempts at addressing the misconduct have been exhausted.

A single act of serious misconduct might form the basis of a proposal to expel.

Such misconduct could include:

- A serious threat of violence against another person.
- Actual violence or physical assault.
- Sexual assault.
- Possession or dealing in drugs or illegal substances.

Procedures in respect of misconduct

The school will follow the procedures in Developing a Code of Behaviour: Guidelines for Schools (2008), paragraphs 10.3-10.6, pages 67-68 and paragraph 11.5, pages 74-75., as may be amended or updated by TUSLA.

Following serious misbehaviour that could warrant expulsion the following steps will be taken after a preliminary assessment of the facts:

1. The principal directs a detailed investigation. This includes informing the student and her parents/guardians, in writing, of the nature of the

complaint, how it will be investigated and that it could result in expulsion. The principal will assure the student and parents/guardians that they will be given every opportunity to respond before any decision is made and before any sanction is imposed.

2. The principal recommends to the Board of Management to consider expulsion. The parents/guardians and the student are informed, in writing, of the decision and the grounds to recommend expulsion. They and the Board are provided with all relevant documentation. A hearing is arranged to which the student and parents are invited. This will be held at a time and date that will allow time for the parents and the student to prepare their presentation. They can make a written and oral submission to the Board.

3. The Board considers the principal's recommendation and arranges a hearing at which the student and their parents/guardians may put forward their case. As a first step, the Board will consider the manner of the investigation and assure itself that all procedures were followed properly and in accordance with the principles of fairness and natural justice. Any member of the Board of Management who has had any direct involvement in the case, with the exception of an investigating member of staff, or a close connection with a party to the case will not be allowed to participate in the Board's deliberations.

If the Board decides to consider expulsion it will hold a hearing that is properly conducted in accordance with Board procedures. At the hearing, the principal and the student and her parents/guardians each put their case in the presence of the other. Each side is allowed to question the other. The Board is impartial as between the principal and the student. If parents/guardians wish to be accompanied, the Board will make every reasonable effort to facilitate this subject to reasonable notification

After the hearing, the Board deliberates in private in the absence of the principal and the student and her parents/guardians.

4. The Board has the responsibility of deciding, first, whether the allegation is substantiated and, if so, whether expulsion is the appropriate sanction. If the Board does decide to expel it will, as required by law, notify the Educational Welfare Officer (EWO) in writing of its opinion and the reasons for this opinion. The expulsion cannot take effect for twenty school days from the date the EWO receives notification.

The Board informs the student and parents/guardians, in writing, of its conclusions and the next steps in the process.

5. The EWO engages in consultations with all parties. The Board may take steps to ensure that good order is maintained and the safety of students is secured in the school.
6. If, after the twenty-day period of notification to the EWO has elapsed, the Board remains of the view that the student should be expelled, the Board will formally confirm the decision. Parents will be notified immediately, and told of the right of appeal.

Appeal

A student who is expelled has the right to appeal the expulsion (Education Act, 1998, Sec 29) to the Secretary General of the Department of Education and Skills. An appeal may also be brought by TUSLA on behalf of a student.

Further details about the appeal process, including documentation, is available on the DES website.

Appendix A:
Ardcoil na Mara Record of Behaviour

Students Name: _____

Class: _____

Date: _____

Positive Behaviour Points	Points	Negative Behaviour Points	Points
Very Good Homework/Project Work	2;4	Late for School	-2
Excellent Attitude to Work	2;4	Inattentive in Class/Un-cooperative in class	-2
Excellent Approach to Uniform	2;4	Inappropriate Behaviour in Corridor	-2; -5
Excellent in Attendance	4	No Note for Absence	-2
Very Good Participation in Class	2;4	Non-attendance in Class without Permission	-5
Showed Improvement in Class	2;4	Leaving School without Permission	-10
Showed Improvement in Organisational Skills	2;4	Copied Homework	-3
Displays Excellent School Spirit	4	Homework Not Completed	-2
Helpful and co-operative to teacher	2;4	Unsatisfactory Uniform	-2;-4
Helpful to others	2;4	Serious Disturbance in Class/Corridor	-10
Showed great initiative in special project	4	Mobile Phone in Class, Phone Confiscated	-10
Improvement in completion of homework	2	Disturbing T&L in Class	-2 -4 -6 -8
Enhanced the learning of others in the class	2	Unsatisfactory Homework / Homework not completed	-3 -4 -6
Other	2	Failure to get a note signed / failure to do extra assigned work	-2
		Failure to Bring Books/ Equipment to Class	-1;-4
		Chewing gum in class	-2
		Other	-2

Note: _____

Teacher: _____

Parent: _____

Please Note:

1. This card should be returned, to the teacher who issued it, by next lesson.

2.
 - An accumulation of -10 points will lead to detention. Detention normally takes place on **Friday afternoon**.
 - An accumulation of - 20 points will warrant a Saturday morning detention.
 - An accumulation of - 30 points will warrant a meeting with school authorities and a possible suspension. Students will be put on a report card on their return from suspension.

3.
 - An accumulation of +10 points will lead to a compliment card being issued.
 - An accumulation of +20 points will lead to a 'Letter of excellent behaviour' being sent home.
 - An accumulation of +30 points will warrant a 'School Reward'.

Appendix B
Student Report Card

Name: _____

Date: _____

Period	Homework Completed Yes/ No	Behaviour in Class	Teacher's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			

Parent/ Guardian _____

Year Head/ Tutor _____