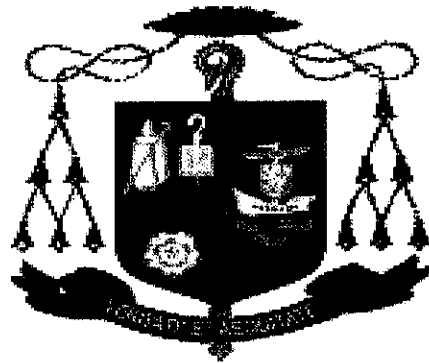


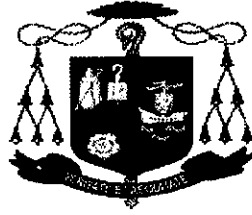
St. Mary's College Galway

Code of Behaviour

Updated 17th December 2019



**Coláiste Mhuire,
Bóthar Naomh Muire,
Gaillimh,
H91 H7F8.**



**St. Mary's College,
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St. Mary's College

Code of Behaviour

MISSION STATEMENT

St. Mary's College aims to provide the best opportunities for the holistic development of every student.

POSITIVE BEHAVIOUR POLICY

The positive behaviour policy of St. Mary's College is a statement of good practice which allows all students to learn and all teachers to teach. It covers all aspects of the school that contribute to a positive learning environment and school ethos. All members of the school community are expected to help maintain an environment of mutual respect, courtesy and tolerance.

AIMS:

- To support effective teaching and learning
- To maintain an orderly environment both within the school and the general community
- To show mutual respect, courtesy and leadership to students and teachers
- To reward good behaviour
- To sanction inappropriate behaviour

GENERAL EXPECTATIONS:

- Be smart and in correct uniform
- Be punctual to school and all classes
- Be courteous to students and teachers
- Be responsible for your school environment
- Display pride in yourself and your school

HAIRCUTS

- Hairstyles must be Neat – Clean – have no colours added to natural hair colour.
- No Bare Blade Cuts or Shaven in Designs.

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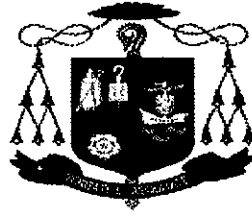
PROSPECTIVE STUDENTS

- For all prospective students wishing to enter St. Mary's College an Application Form should be completed and returned to the College.
- Should a parent decide to send their son to another school following the offer of a place in St. Mary's College this deposit is non-refundable.
- If we cannot offer your son a place, the deposit will be refunded.
- Applications will be accepted at any stage up to a closing date in the year the student will be entering St. Mary's College.
- The closing date for applications is 21 days after the Open Evening or a date specified on the Open Evening.

RESPONSIBILITIES RULES AND ROUTINES:

- We show respect towards ourselves, others and our environment
- We work to the best of our ability
- We move around the school in an orderly manner
- We come to the class prepared to learn
- We ensure that we are dressed appropriately at all times
- We show pride in our achievements

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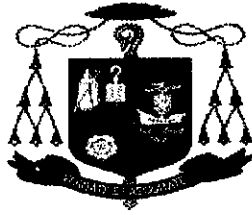


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Student Responsibilities	Staff Responsibilities	Parent(s)/ Guardian(s) Responsibilities
<p>Students will</p> <ul style="list-style-type: none"> • Follow instructions by school staff • Obey school rules and accept sanctions in an appropriate way. • Act as positive ambassadors for the school while off school grounds. • Always show respect to fellow students, school staff and school property. • Not bully, harass or harm other students or staff. • Never bring unlawful or inappropriate items to school. 	<p>Staff will:</p> <ul style="list-style-type: none"> • Treat students fairly and with respect. • Help students to develop their full potential. • Use positive and negative consequences clearly and consistently. • Recognise the value and strengths of all students. • Listen to students concerns and where appropriate act on those concerns. • Provide a challenging, interesting and relevant curriculum 	<p>Parents / Guardians will:</p> <ul style="list-style-type: none"> • Show an interest in all their son's school activities. • Encourage their son to work to the best of his ability • Be aware of school rules and accept appropriate sanctions. • Ensure that students are punctual and dressed correctly. • Engage positively with the school to promote their sons academic progress.

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SCHOOL DAY

- The school will open to students at 8.30 am.
- Class begins at 8.45 am and ends at 4.00pm from Monday to Thursday.
- School finishes on Friday at 1.05 pm.

No students are allowed to leave the school grounds during small break.

1st Year Students are not allowed leave the school grounds at any time during the school day.

2nd and 3rd year students are permitted to leave the school grounds during lunchtime break under the following strict conditions.

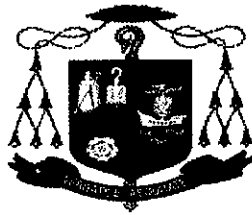
Prior emailed consent from Parents/Guardians which can only be given on two occasions.

1. 1st week of the school year.
2. 1st week on return to school after the Christmas Break.

Permission to leave school must be emailed by parent/guardian to office@stmaryscollege.ie

Students who have permission to leave school at lunchtime will be issued with an ID card which they must carry with them at all times and produce it when asked for it by staff on lunchtime supervision.

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IMPORTANT FOR PARENTS / GUARDIANS

Please make sure that the school office has the most up to date contact number for you on our system as we use SMS notifications to communicate quickly and efficiently with parents and guardians.

Please alert the school immediately regarding any special educational needs that your son may require.

CAREER GUIDANCE

Career guidance and counselling is available for all students from First Years to Leaving Cert.

The Guidance Counsellor delivers a comprehensive programme in vocational, social and academic guidance as appropriate for the age group. Formal events are organised for parents at important transition times during their son's time at this school. Third Year Students are guided towards the Senior Curriculum in making subject choices. This involves the attendance of parents at a specific night where the guidance counsellor and subject teachers explain and offer advice relevant to leaving certificate curricula.

Parents of Leaving Certificate students are invited to attend a scheduled evening hosted by the guidance counsellor. This event will focus on the application procedures for third level education; career opportunities and further vocational training following graduation from Saint Mary's College.

LOCKERS

Lockers have been installed in the College which are large enough to contain all books and sports gear. Every student must have a locker as the College is not responsible for bags/books left unattended on the premises. It is in the student's own interest to have a safe place where he can leave sports gear and books during the school day.

STUDENT VEHICLES:

Students who wish to park cars or motorbikes on school grounds **MUST** adhere to the rules governing parking arrangements which are available from the school office.

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HOMEWORK

The School homework policy is available from the school office.

BEHAVIOUR

The area of behaviour plays a central role in the successful operation of every school, yet it is very often a needless source of contention between the home and the school. It is important for students and their parents to accept that the main purpose of our code of behaviour is to facilitate the provision of the most favourable learning conditions for all our students. Undisciplined behaviour in one child can, if allowed to continue unchecked, seriously undermine the educational development of every other child in the class. Parents can, in addition to guiding their child in his behavioural development in the home, play a crucial role in shaping their attitudes, to ensure good behaviour in school. They should make themselves familiar with the school's code of behaviour and impress on their son the need to observe these rules and regulations. We believe that, when the school and the home are perceived by the student to be of one mind, a positive atmosphere is produced which can remove areas of conflict and help develop an awareness of the importance of self-discipline and respect for fellow students and teachers. Our hope is that, with goodwill and understanding, we may create an environment, which will allow each student to reach his full potential, both educationally and socially.

SANCTIONS

It is impossible to list every instance, which would be considered a breach of discipline or to specify the precise sanction, which would be imposed for each offence. Every case is unique and must be treated on its own merits. A simple offence, such as talking in class, may in a single instance require no more than mild correction whereas persistent repetition will require a greater intervention. We have, therefore, confined any examples in this document to the more serious breaches of discipline that carry penalties, which could result in suspension or expulsion.

Should any changes or additions to these rules be found necessary during the school year, they will be posted on the College notice board and communicated to the school community.

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THE CLASS TEACHER

Most instances of misbehaviour or indiscipline in relation to homework, punctuality, talking in class, boisterous behaviour etc., may be dealt with immediately by the class teacher. He/she has a number of options available, depending on the nature and frequency of the offence. A verbal admonishment or the assigning of extra tasks will be sufficient in most cases. Sometimes the teacher may feel that an offence warrants placing the student in detention (see below). For more serious misbehaviour the class teacher may feel that the student should be placed on a stage (see below). In this case he/she informs the Class Tutor and the Year Head, providing them with details of the incident in writing and together they decide if a stage for misconduct should be awarded.

THE CLASS TUTOR

Each class has a teacher who volunteers to act as a Class Tutor. They represent the pastoral role of the teacher by taking a special interest in the general development and welfare of the students in this particular class. The Class Tutor provides each student with a ready source of advice and a continuity of care and counselling.

THE YEAR HEAD

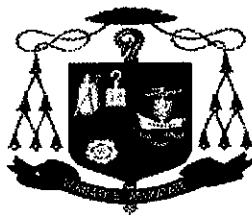
Each Year Group has a teacher assigned as Year Head to assist each Class Teacher and Class Tutor in that year group address any serious breaches of discipline, or Pastoral issues which may occur. The Year Head will discuss with the student any misbehaviour brought to their attention by the Class Tutor which might require giving a stage and, where this is found to be necessary, he/she will file a record of this in the office and apply the appropriate sanction.

MISCONDUCT STAGES

Serious breaches of discipline may result in a student being placed on one of the five misconduct stages outlined below, usually on the first stage for the first offence (Some examples of what constitutes a stage are listed below).

Each additional stage a student incurs carries an increased penalty. The parent(s)/guardian(s) are notified each time a student is awarded a stage. A stage for misbehaviour during class will only be awarded when the Class Teacher, the Class Tutor and the Year Head agree that such action is proper. It should be noted that refusing to obey a teacher, showing disrespect to a teacher at any time or place,

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(school term or holiday time) may result in the student being given up to three stages at once.

In extreme cases of misconduct, the Principal may recommend expulsion of that student to the Board of Management.

1st Stage A warning is given by the Year Head. The Parent(s)/Guardian(s) are informed in writing and advised of the consequence of further stages being incurred.

2nd Stage The student is given detention by the Year Head and Parent(s)/Guardians are informed in writing.

3rd Stage The Parent(s)/Guardian(s) are informed in writing and the Principal/Deputy Principal request the parent(s)/guardians to come to the school to discuss the student's behaviour.

4th Stage Parent(s)/Guardian(s) are informed in writing. A Sub-Disciplinary Committee of the Board of Management will meet with Parent(s)/Guardian(s) with the student present. In addition, the Educational Welfare Officer will also be informed, and may arrange a meeting with the Parent(s)/Guardian(s) with their son.

5th Stage The Principal will request the Board of Management (BOM) to exclude the student from the school. In accordance with the principles of natural justice the parents and the student will be asked to meet the BOM to present their case. Weighing all the evidence the BOM will then be in a position to come to an informed decision. The decision to exclude a student is a matter for the Board of Management only.

*At any point in any of the above 5 Stages Suspension from school may be used as a Sanction. The EWO may suggest additional interventions.

Stages are carried forward from year to year. A sliding scale will apply with the aim of trying to rehabilitate a student. The sliding scale will depend on various criteria such as lapse of time between stages, severity of the incident for which a sanction was imposed; positive behaviour of the student etc. The Principal/Deputy Principal in consultation with the Year Head will decide if the student has earned a reduction in stages 10 weeks after the stage is issued.

Parents have a right to appeal to the Board of Management or to the Department of Education and Skills under Section 29 of the Education Act. Details are available from the College Office.

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Some examples of behaviour which could result in the issuing of stages;

- Bringing the reputation of St. Mary's College into disrepute
- Verbal or physical aggression towards fellow students or staff
- Bullying
- Defying management instructions by absenting oneself from school without prior permission.
- Multiple detentions/negative behaviour comments
- Using a recording device or camera on school grounds
- Continued low level disruption of the teaching process.
- These are a small sample of behaviours which may result in stages being issued.

PUNCTUALITY

St. Mary's College believes that punctuality is the responsibility of each of our students. Persistent unexplained lack of punctuality from any student will not be tolerated as it results in that student losing valuable learning time. The disruption caused by their late arrival to class is also upsetting for their fellow students. Students who are late for class are required to sign in at the office.

Sanctions will apply for persistent lateness.

BEHAVIOUR ON BUSES

As the College cannot supervise students travelling to and from school, parents are asked to impress upon their sons the need for exemplary behaviour at all times outside the school and especially on the buses. The standard of behaviour of our students is very high however a few misbehaving students can give the student body a bad name. Any incident of misbehaviour, brought to the attention of the College, will be dealt with promptly and appropriately, and may involve the imposition of stages.

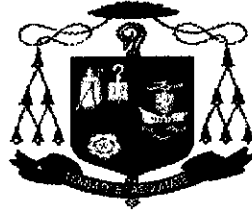
CELL PHONES/ELECTRONIC DEVICES

While St. Mary's College Galway accepts that it is a student's right to have a mobile phone, the school must also maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved.

The school policy on mobile phones is therefore devised with the intention of ensuring that teaching and learning can take place without interruption and also with the intention of protecting students and staff from potential harassment or bullying.

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In order to assist the school in implementing this policy, parents/guardians are asked **NOT** to contact students by mobile phone at any time during the school day. Contact with your son can be made through the school office on 091 522369 or by email at office@stmaryscollege.ie

If a student is found to be using a mobile phone/digital device in the school building the following sanctions will apply.

1st Offence	Phone confiscated and stored in school office for collection by parent/guardian at end of school day.
2nd Offence	Phone confiscated and stored in school office for collection by parent/guardian at end of one school week.
3rd Offence	Phone confiscated and stored in school office for collection by parent/guardian at end of two school weeks.
Further Offence	The student will be issued with a stage in accordance with the school discipline policy as he will be in complete defiance of St. Mary's Code of Behaviour.

******The Principal reserves the right to confiscate a student's phone in exceptional circumstance when deemed necessary******

ABSENCES FROM SCHOOL

A student who returns to school after any period of absence must immediately report to the office with a written explanation for their absence.

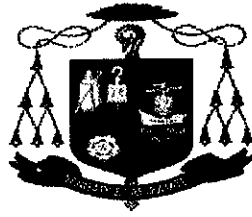
Students who need to leave during the school day must first obtain permission from the office. The student will require some written authorisation such as a note from their parent(s)/ guardian(s) or a dental appointment card etc. before permission to leave will be given. In the event of an emergency, a telephone call to the school office from a Parent/Guardian may suffice.

Any unauthorised absence from school may carry a one stage penalty. A student absent without permission from the school authorities may not return to class until he and his parent(s)/guardian(s) have met with school management. The College is now legally obliged to inform the National Educational Welfare Board if an individual student is absent for 20 days or more without a genuine explanation.

DETENTION

Detention for students is normally held on Friday evenings after school or at another time with prior agreement with the year head.

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DRESS AND APPEARANCE

School uniform:

- Black jacket with school crest.
- Black sweater with school crest.
- Plain white collared shirt.
- If shirt is worn without a jumper only a plain white T-shirt is acceptable underneath.
- Black and red school tie.
- Charcoal/Dark grey trousers.
- Black shoes or black trainers with absolutely no markings or logos.
- Uniform is to be worn at all times.
- The school uniform is the only acceptable dress on school grounds. No variations will be tolerated.
- The wearing of moustaches, badges, slogans, earrings, etc. is not allowed.
- Senior students should be clean shaven at all times.

SCHOOL POLICIES

It is important that parents familiarise themselves with the various School Policies. These are available from the School Office. The following policies are available.

- Discipline
- Acceptance
- Bullying
- E-mail/Internet acceptable user policy
- Smoke free workplace policy
- Relationships and Sexuality Education
- Substance abuse policy
- Critical Incident policy
- Mobile Phone and Electronic Devices Policy

These policies are amended frequently along with the introduction of new policies. Notification of such will be through the Parent's Council and school notice board.

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HEALTH AND SAFETY

Dangerous implements, e.g. laser pointers, stink bombs and dangerous substances, e.g. fireworks are banned. Students found in possession of such implements or substances will be dealt with under the misconduct stage system. When necessary, the Principal/Deputy Principal will issue more specific health and safety directives which will be posted on the College notice board. Smoking is seriously injurious to health. Cigarettes and e-cigarettes are forbidden within the College buildings and precincts. Breach of this regulation will incur detention or 1 day suspension in the 1st instance. More serious sanction will follow for repeated infringements.

THE FOLLOWING OFFENCES ARE LIABLE TO IMMEDIATE EXPULSION.

1. Act of violence against any other person.
2. Possession of drugs or alcohol for use or supply, or attendance at school under the influence of same.
3. Possession of knives or any other offensive weapon or implement capable of being used as a weapon.
4. Theft
5. Malicious damage to school property or personal property

BOARD OF APPEAL

If a parent believes that the sanction imposed on their son is unfair or unjustified, they may appeal, in writing or in person, to the Board of Management.

This appeal must be made within two weeks of the parents receiving notification of the sanction.

Information on this procedure is available at the College Office.

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St. Mary's College aims to provide the fullest and best opportunity for the holistic development of every student. It hopes to lead him to become a responsible, integrated Catholic, aware of his faith, his cultural heritage, his social and environmental responsibilities and capable of using well his opportunities for leisure. St. Mary's College admits students of other faiths on the understanding of the Catholic nature of the school and endeavours, if possible, to accommodate their faith needs.

Specifically our function is:

- To supplement the role of the family and the Church in the religious and moral training of each student.
- Valuing and encouraging vocations to the Priesthood and Religious life.
- The intellectual development of each student.
- To contribute to his physical and aesthetic development.
- To foster charity, co-operation and consideration for others.
- To instil a spirit of self-discipline and responsibility.
- To foster a respect for cultural identities.
- To have care and concern for the weak and disadvantaged in our society.

Signed:

A handwritten signature in black ink, appearing to read 'P. Sheridan'.

P. Sheridan (School Manager)

Date:

17/12/2019