St. Munchin's Diocesan College

Code of Behaviour

Educational Philosophy

St. Munchin's College is a caring community, sharing the Christian ideal, endeavoring to create and sustain an environment through which each of our students can grow in all ways aesthetically, emotionally, intellectually, morally, physically, socially and spiritually.

Introduction

This policy applies to students of the school at the following times:

- During school time, including before and after class and at break-times
- While wearing the school uniform.
- While representing the school.
- While travelling to or from school using school transport.
- While on school trips, tours, exchanges or fieldtrips.
- While supporting school teams or activities.
- On any occasion when accompanied by school personnel

Rationale

The Code of Behaviour for St. Munchin's College is based on the school's educational philosophy and reflects the ethos and characteristic spirit of St. Munchin's College. The purpose of the Code of Behaviour is to facilitate a positive safe learning environment that will allow/promote the education, growth and personal development of all students. This Code provides a just and reasonable system to ensure responsible behaviour by students, staff and parents/guardians. Thus the principles that form the basis of our code of behaviour are:

- Creating a climate that encourages and reinforces good behaviour.
- Creating a positive and safe environment for teaching and learning.
- Encouraging students to take personal responsibility for their learning and their behaviour.
- Providing strategies to help students to manage/change unacceptable behaviour.
- Helping young people to mature into responsible participating citizens.
- Building positive relationships of mutual respect and mutual support among students, staff and parents.
- Ensuring that the school's high expectations for the behaviour of all the members of the school community are widely known and understood.
- To promote a sense of leadership among all students/staff.

In devising the Code of Behaviour consideration has been given to the particular needs, circumstances and aspirations of this school. The Board of Management of the school is responsible for ensuring that a fair and efficient Code of Behaviour is applied in the school. The implementation of the Code of Behaviour in a just way and the maintenance of good order is the responsibility of all members of the teaching staff. The Principal has particular responsibility to ensure that the implementation of sanctions and merits is fair, equitable and appropriate. Parents/Guardians are required to support the school in implementing the Code of Behaviour.

Acceptance of the Code of Behaviour by parents/guardians is a condition of enrolment of a student in the school.

Co-operation between parents/guardians and the school is enhanced by dialogue with the teacher, Class Tutor, Year Head, or with the Deputy Principal or Principal in cases involving serious misbehavior. Parents/ Guardians will be informed of decisions made by school management regarding serious misbehaviour. The whole school community, they being the Parents Council, the Teaching staff, the Student Council, the Board of Management and the Trustees have all been consulted in drawing up this code.

The Code of Behaviour is based on the two fundamental strategies of Respect and Responsibility.

Respect
Students are expected to show respect at all times to themselves, to their fellow students, the teaching and non-teaching staff in the school, to visitors in the school and to members of the local community. Respect for the property of others and the school environment is essential. In order to encourage and support this desired behaviour a Code of Courtesy has been compiled.

Courtesy Code

- Say Please, Thank You and Excuse Me.
- Be generally pleasant and sincere.
- Put hands over your mouth when coughing, sneezing or yawning.
- Allow staff members and others to pass on the corridors.
- Knock before entering.
- Apologise when interrupting class.
- Be helpful and co-operative.
- Raise hand when signaling for attention.

- Speak in a polite tone.
- Do not disturb staff during break or lunchtime except in an emergency.
- No pushing, shoving or horseplay.
- Treat classroom visitors with respect.
- Pass books, pens etc. to other students by hand. Never throw articles, or ask for articles to be thrown.
- Behave in other facilities as they would in the College

Responsibility
Acceptable Behaviour: Teachers can expect students to:

- Remain in school during school hours except where permission to leave has been sought by parent/guardian in writing.
- Attend school regularly and to be on time.
- Explain absence from school by a dated note, signed by parent/guardian. (See Procedures)
- Do his homework. (See Homework Policy)
- Use the official school journal at all times for recording homework and monitoring attendance, behaviour and homework.
- Participate in class and avail of learning opportunities.
- Be in full uniform in school and on journeys to and from school. (Refer to Uniform policy)
- Follow the school procedures in relation to absences, lateness and appointments.
- Be courteous and well mannered.
- Be honest and truthful to themselves and others.
- Be respectful of themselves, others and their environment.
- Inform a staff member, in a timely manner, of incidents of bullying, harassment or intimidation. It expected that bystander will report and prevent any suspected incidents of harassment and

bullying. Students are reminded to 'Reject, React and Report'. Pupils can expect that all such reports will be treated as per the schools anti-bullying procedures.

- Strive for excellence in all activities - 'be the best that you can be'.
- Be considerate, helpful and supportive of each other.
- Show leadership appropriate to their age.
- Parents are required to inform the school authorities of any health matters relating to their son. Parents are also expected to inform the school of any medication being taken and any changes to that medication.
- Parents must inform the school of their current contact details.

Acceptable Behaviour: Students can expect other members of the school community to:

- Allow them to work to the best of their ability. No student should be mocked, isolated, belittled or called names because of their desire to achieve to the maximum of their potential.
- Be pleasant, friendly and supportive. No student should feel threatened, insulted, tormented or be physically harmed.
- Be sympathetic towards the feelings of others. No student should feel that he is ignored or ridiculed, or that his feelings are unimportant.
- Treat others fairly and as individuals. No student should be targeted because of his looks, gender, colour, sexual orientation, accent, religious beliefs, family back-ground or ability.
- Respect others' beliefs, customs, opinions and tastes. No student should feel unhappy or uncomfortable because of these differences.
- Treat everyone's property with respect. No student should have their possessions stolen or damaged in any way.

Affirmation and acknowledgement of positive behaviour

- Verbal praise.
- Positive notes in journal.
- Acknowledgement of achievements at assembly.
- Occasional class treats.
- A whole school awards system to recognise achievements in accordance with our mission statement.
- Certificates to acknowledge achievements in various extra-curricular activities.
- Selection as Prefect

Unacceptable Behavior

It is important to note that the following examples are not an exhaustive list of unacceptable behavior.

The following are examples of breaches of the School's Code of Behaviour:

- Failure to produce school journal if required to do so by teacher.
- Wearing non uniform clothing or jewellery. (See uniform policy)
- Haircuts that are less than a blade two, designs cut into the hair (automatic suspension).
- Facial piercings including tongue piercings and ear piercings. No piercings may be covered with a plaster or in any other way.
- Wearing make-up.

- Unauthorized absences (absences must be accounted for by a note from a parent/ guardian).
- Consistent lateness.
- Disruptive or dangerous behavior in class, school or on a school related activity.
- Use of aggressive and abusive language.
- Defiance of the authority of teachers and other employees. Failure to follow reasonable instructions given by a teacher.
- Failure to observe safety procedures or interfering with health and safety equipment.
- Abusing others physically, verbally, or psychologically (i.e. fighting, bullying including cyber bullying, threatening, harassing, intimidating, extorting or showing intolerance of others because of race, culture, dress or other perceived differences. (See anti bullying policy)
- Retribution against a person who has reported incidents.
- Damaging school property/graffiti/throwing litter.
- Smoking in school, out of school while in school uniform or on school trips and school related activities.
- Vaping in school, out of school while in school uniform or on school trips and school related activities.
- The use/misuse of drugs as defined in the school's substance abuse policy.
- Plagiarizing or cheating on tests, assignments or projects, or assisting someone else to cheat.
- The use of mobile phones, ipods and personal devises that breach school policies as they relate to these items.
- Repeated failure to follow school procedures.

Card System

In order to effectively implement this code, a recording method known as the Card System is used. Breaches of discipline are recorded on differently coloured cards on our VS Ware system.

Gravity	Examples of incidents	Possible interventions	Personnel
Green card Minor breaches	- No homework - presented - No materials in class - Poor punctuality - No journal - Low level disruptive behaviour, whispering, chatting during instruction - Poor concentration during instruction - Running on corridors	- Note in journal to be signed by parent - Phone call home - Teacher organised detention - Verbal warning - Community service including light cleaning, picking up papers, moving light furniture - Appropriate apology	- Teacher - Tutor

Gravity	Examples of incidents	Possible interventions	Personnel
Yellow Card Intermediate offences	• All green card on a persistent basis • Using unacceptable language • Robust horseplay • Interruption of teaching/ learning • Answering in a sarcastic manner • Passive aggressive behaviour • Failure to have note signed • Leaving school without following current procedure	• As above • Placed On Report • for period of one week • Student contract • Counsellor referral • Discussion / review with Year Head • Meeting with parent • Temporary removal from class • Friday Detention	• Teacher • Tutor • Year head

Gravity	Examples of incidents	Possible interventions	Personnel
Red Card Serious offences	• Repeated yellow cards • Using abusive, foul language to staff member or student • Refusal to follow reasonable instructions • Bullying / intimidation • Behaviour which compromises the health or safety of any member of the community • Fighting • Persistent lack of co-operation with teachers • Truancy • Damaging school property • Uncontrolled displays of anger • Stealing	• As above • Meeting with parents / guardians • Permanent class / subject change • Friday detention • Reduced timetable • Referral to outside agency • Referral to Board of Management • Suspension • Expulsion (See suspension and expulsion policy)	• As above • Deputy Principal • Principal

Sanctions:

All known breaches of the school's Code of Behavior are recorded, using the red, yellow and green card system. Repeated breaches are reported to parents. Students may receive one or more of the following sanctions for failure to observe the school Code of Behavior (this list is not exhaustive):

- Friday detention.
- Verbal and a written warning.
- Community service.
- Written or verbal apology to members of staff. Public apology, if appropriate.
- Referral to Class Tutor / Year Head.
- Contact with parents /guardians.
- Referral to Principal.
- Confiscation of mobile phones or other electronic device.
- Opening lockers.
- Removal of locker from student.
- Emptying pockets.
- Confiscation of non-uniform items.
- Students who persistently refuse to abide by the schools Code of behaviour may be subject to exclusion from school organized events and activities.
- Students may be asked to go home and return with the correct uniform, class materials.
- Temporary, permanent withdrawal from class.
- Assignment to a different class group.
- Suspension.
- Referral to the Board of Management for sanctions up to and including expulsion.
- Student behaviour contract (subject specific or general).
- Detention for lateness or incorrect / incomplete uniform.
- Teacher's individual detention.
- Reduced timetable (all cases will be individually assessed).
- The student may be put "on report".
- Refusal to enroll in Transition Year.
- Refusal to enroll as repeat Leaving Certificate student
- The Principal and the Deputy Principal reserves the right to suspend a student for serious disruptive / dangerous behaviour immediately.

Support Interventions
Pupils who consistently beak the Code of Behaviour are referred by the Year head, Deputy Principal or Principal to the School Counsellor or Chaplain. Reconciliation processes with affected parties may also be involved.
Where difficulties with behaviour persist, outside agencies may be involved. Parents must cooperate with this process.

Procedures
To facilitate the day to day running of the school in a fair, safe and orderly manner the following procedures are in place:

- Absences must be reported on return, stating day(s) absent, reason, student's name and class. Parents are requested to use the Absence Form in the homework journal.
- Notes for appointments etc, during the school day, must be signed by a parent and handed to the student's tutor during tutor time. Students leaving the school for such appointments must

sign out using the record book which is kept in the secretary's office. All pupils leaving the school must be collected by parents or a named representative.
- Students who become unwell or need to make contact with home while in school must report to the Year Head or Tutor. Contact will then be made with parents/guardians. All pupils leaving the school must be collected by parents or a named representative.

Health and Safety: In compliance with the Health, Safety and Welfare at Work Act 1989 and the Equal Status Act 2000, the Board of Management and staff of St. Munchin's College are committed to the creation of a safe environment for everyone who uses or works in our school.

- Smoking / Vaping is forbidden.
- In the interest of Health and Safety, facial piercings of any kind or size are not allowed and may not be worn during the school day. Students presenting themselves with facial piercings will be asked to remove them, or remain at home until they are in a position to do so. Piercings may not be covered with a plaster or in any other way.
- The possession or consumption of alcoholic drink is forbidden in school and on school related activities.
- The possession/use/distribution of prohibited substances (not prescribed for medical conditions) is strictly forbidden (See Substance Use Policy).
- Students must familiarise themselves with fire regulations and never interfere with safety equipment/alarms.
- Students must be especially mindful of the potential hazards of handling chemicals and specialist equipment in school in particular in Science laboratories, Art rooms, and Technical Graphics rooms.
- Students must protect the school environment from litter and graffiti so that the school will be a pleasant environment for all.
- Classroom cleanliness and tidiness is every student's responsibility.
- Students must adhere to the Schools' Internet Acceptable Use-Policy.
- Sexual Harassment and all other forms of harassment are prohibited.
- There is a duty and responsibility on all parents /guardians to keep the school informed of medication being used by their children.

Note: It should be understood that it is impossible to anticipate every single misdemeanor/unsafe action in any given context. The various types of misconduct mentioned throughout this policy are intended to be indicative only and not intended as exhaustive definitions of each category.

Information for Parents/Guardians Parents and guardians are asked to support the school Code of Behaviour and to witness their son's agreement to accept it.

- All visitors to the school must first report to the office.
- Parents wishing to meet a teacher or a member of management are requested to ring and make an appointment.
- Parents wishing to make contact with their son during the school day by phone must do so through the office. Contact with students by mobile phone is in breach of the school's mobile phone policy.
- Parents are asked to monitor and sign the school journal once a week.

Please note: The Management is not responsible for any clothes, books or any other items of property lost on the school premises.

Ratified on: 13th Sept 2022

Signed: *Marion Cummins*   Signed: *David Quilter*
    (Chairperson of Board of Management)   (Principal)

Date: *13th September 2022*   Date: *13th September 2022*

Date of next review: Sept 2023

ACCEPTANCE OF THE SCHOOL CODE OF BEHAVIOUR

I have read the Code of Behavior of St. Munchin's College, Corbally and I understand it. I agree to adhere to the school Code of Behavior and I am aware of the consequences should I fail to do so.

Student's Signature: _____ Class: _____

Parent/Guardian Signature: _____

Year Head: _____

Date: _____