



Scoil Bhríde Code of Behaviour

Scoil Bhríde, Mercy Secondary School is a Voluntary Catholic School which values and maintains a Christian ethos of Mercy, Justice and Equality for all.

In Scoil Bhríde, it is assumed that parents/guardians, students and staff accept the ethos of the school and abide by the School Code of Behaviour and discipline.

Its aim is the pursuit of excellence in a centre of holistic learning. We actively nurture a caring environment in which respect for all is the hallmark.

In our endeavour to live out our mission statement we have drawn up a Code of Behaviour and Discipline based on:

- Our aims and values as a Catholic School.
- The Guidelines in Department of Education Circulars.
- The Safety, Health and Welfare at Work Act of 1989 and 2005
- Our legal obligations as laid out in NEWB guidelines.
- The Education Act 1998.

The Code was approved, following consultation with Staff, Student Council, Parent Association and Board of Management.

Attendance and Academic Performance

Attendance:

School hours are from 9.00 a.m. to 4.00 pm. on Monday -Thursday and from 9:00 until 1:20pm on Fridays. Pupils must be on the school premises during that time, except those who have permission from the school authorities to be absent.

Students who are late getting to school in the morning must have a note from their Parents/Guardians on their Parents Compass Account explaining their lateness either on that morning or the following morning. This note should be on Compass before 9:00am the following morning. Otherwise the student will be marked as absent from school without explanation and this will be recorded in the schools returns to the Education Welfare Board each term.

Students who are absent from school are obliged to have an attendance note on their Parents Compass on returning to school. This attendance note be seen by their year head. Failure to comply with this procedure will result in the student being marked absent without explanation on the records submitted to the Education Welfare Board.

It is therefore the responsibility of each student and their parents/guardian to ensure that their attendance record in the school is correct by complying with the above procedure. There are several roll calls throughout the day. If a student is marked absent for a roll call then the school will send a text message to the student's parents/guardians.

Academic Performance:

Essential elements in the pursuit of excellence are:

- Regular attendance
- Punctuality
- Participation in class
- Consistent and careful attention to homework
- Participation in all school based activities
- Students must present for house exams and assessment

School Uniform

Full school uniform must be worn. The school reserves the right to allow any variation in the specified school uniform. Students should note that there are only allowed to wear studded earrings. No unnatural or exaggerated hair colour is acceptable in the school with hair styles to be neat and tidy. School Management reserves the right to decide what is an acceptable and appropriate hairstyle in school. If in doubt students must consult with School Management before significantly changing hair style or appearance. Proper standards of behaviour are required from students when wearing the school uniform or representing the school. The school uniform is detailed in Appendix 1 below.

School Lockers and safe keeping of personal belongings

Students are provided with sizable lockers on receipt of the school Administration Fee. The lockers are meant to store all the students' books, coats and sports gear, mobile phone or any other handheld device for the school day. Each student is obliged to place a padlock on their assigned locker from the first day. The School has a Policy in place on School Lockers. The School takes no responsibility for items lost, stolen or broken around the locker area or any other part of the school grounds.

It is recommended that all personal property be marked legibly and indelibly.
(See Appendix 1)

General Behaviour

The promotion of good behaviour is the goal of our school's Code of Behaviour. Students should behave at all times in a manner that is safe and respectful of themselves and others. Bullying in any form is not tolerated in Scoil Bhríde. Students are required to respect the authority of teachers and staff.

Smoking is forbidden on the school grounds or on school outings this in line with our Smoke Free Policy. Alcohol and illegal substances are strictly forbidden in the school, its environs or on school outings in line with our Substance Use Policy. Chewing gum is forbidden.

Participation by students in pubic demonstrations of any kind during school hours or in school uniform is not permitted.

Pupils must respect school property and damage caused through vandalism must be paid for by parents/guardians.

The School has a strict policy on the usage of mobile phones during the school day. Students are expected to know the [Policy on Mobile Phones](#). Junior students are not permitted to use a mobile phone at any point during the school day. Senior students are permitted to use their phones only at lunch time (1:15-2:00pm on Monday and Tuesdays, and 1:25-2:10pm Wednesday-Friday)

Students are reminded that the taking of personal photos without consent may be an invasion of privacy. Videoing or Recording of teachers/students without their permission within the school is a breach of school rules.

CCTV cameras are in operation throughout the school for the purposes of Security, Health and Safety and investigations into the breach of our Code of Behaviour.

Staff, students and visitors are always to be treated with courtesy and respect.

Responding to inappropriate behaviour:

It is the responsibility of school authorities to maintain a classroom and school environment which is supportive of the teaching, learning and safety of every student in the school. Fair procedures based on the principles of natural justice underpins or response to dealing with inappropriate behaviour. Each classroom in the school has outlined expected classroom practice for each student.

Appendix 2 to this document outline the procedure which the school uses to assist students who find themselves with concerns connected to their behaviour, their academic performance or emotional ,physical or psychological difficulties that some students may experience during their schooling. The ethos of Scoil Bhríde is to care for all our students and this system of referral is designed to ensure that students are cared for within our pastoral care system and also where necessary our Code of Behaviour. The main objective of the schools behavioural system is to support and guide our students out difficulty before contemplating any punitive measures.

Sanctions for inappropriate behaviour:

A sanction is a form of positive intervention. It is used in a respectful way to help students to understand the consequences of their behaviour and to take responsibility for changing their behaviour.

Procedure:

- On a day to day basis teachers record and deal with transgressions and apply fair and measured parameter for behaviour in each classroom
- The teacher corrects the student and/or records the offence in the student's diary and the teacher's diary and a student report sheet will be sent to the students Year head outlining the incident or set of incidents.
- Depending on the nature, intensity and persistence of the behaviour, the school staff have an agreed ladder of intervention to respond to this inappropriate behaviour. (Appendix 2)
- The teacher continues to report incidents to the Year Head.
- Where transgressions persist on the part of the student The Year Head may decide to refer the student behaviour to the Tutor, Students Support Team, or Learning Support Team all of whom may have a specific role or skill in managing behaviour.
- A decision may be made to monitor and record a student's behaviour over a period of time
- A blue card is used in the following incidences
 - a. Inappropriate behaviour
 - b. Following one serious incident

(A blue card is a record that contains: student name, reason for, place, time, date and is signed by student, teacher.)

- Parents/Guardians are informed of the second blue card to ensure the parents are alerted to the situation.
- If a third blue card becomes necessary Parents/Guardians are asked to attend a meeting to discuss possible options.
- All interventions aimed at helping the student to deal with unacceptable behaviour are recorded, including contact with parents or referral to others by the Year Head.

Procedures followed when Suspension is being imposed.

Suspension requires the student to be absent from the school for a specified, limited period of school days. A single incident of serious misconduct may be grounds for suspension or following three blue cards.

Suspension.

1. The Board of Management of Scoil Bhríde affirms that students attending its school may be suspended as follows pending investigation and /or discussion with parents:
 - For serious misbehaviour at any time in school coming to or from school or while wearing the school uniform.

- For an unacceptable level of repeated misdemeanours or transgressions.
 - For bullying, insulting, aggressive, threatening or violent behaviour towards others in the school or when identifiable with the school.
 - For the supply/possession/use of alcohol and /or illegal drugs.
 - For the supply/possession/use of weapons/dangerous materials/substances.
 - For behaviour that may be a danger to self or others, under the terms of the Health and Safety Act 1989.
 - For racist behaviour and /or the supply/possession/use of racist material.
 - For behaviour that is contrary to the terms of the Equal Status Act 2000.
 - For sexual harassment and /or the possession/supply/use of pornographic material. This includes improper internet, mobile phone, telephone use.
2. The B.O.M. affirms the right of the Principal to suspend a student or students with immediate effect for three days and in exceptional circumstances five days.
 3. The B.O.M. affirms that where there are repeated instances of misbehaviour, the parents shall be requested, to attend the school for discussion. If there is a failure to offer an undertaking of acceptable future behaviour, the pupil may be suspended for a further period to be determined by the Board of Management, as appropriate.
 4. The B.O.M. affirms that the parents of students enrolled shall be informed of their right to appeal suspensions to the Board of Management.
 5. The B.O.M. affirms that the Educational Welfare Officer should be informed of suspensions as appropriate.

Expulsion:

1. The B.O.M. affirms that expulsion should be considered, only in the gravest of circumstances and only after every reasonable effort at rehabilitation has failed and every other sanction has been exhausted, except as outlined in subsection 2 below.
2. When an act of gross misconduct occurs, expulsion may be necessary to protect the safety and rights of others in the school without recourse to the provisions outlined at 1 above. The principles of natural justice and fair procedure will continue to apply.
3. **The B.O.M. affirms that the procedure outlined hereunder should be followed prior to a student being expelled from St. Brigid's.**
 - a) Where expulsion may be the outcome of a breach of the Behaviour Policy of the school, the Principal, Deputy Principal and/or other appropriate persons may conduct an investigation into a reported misbehaviour or breach of school rules.
 - b) The B.O.M. affirms that a student/students may be suspended pro-tempore pending a full hearing of the case, provided this does not interfere with the said students statutory rights or with the principles of natural justice and fair procedure.
 - c) During the course of any investigation all relevant persons shall be interviewed and notes taken of any such interviews.
 - d) The Principal shall write to the parents of the student concerned (and/or to the student if 18 years of age) informing them of the allegation and inviting them to the school for discussion.

- e) The Principal may, at his discretion call an emergency meeting of the Board of Management and recommend that the student be suspended pending a full hearing, if this is considered to be in the best interest of the student and/or of others in the school.
- f) The Principal may make a decision to recommend expulsion and then notify, in writing, the parents of the student concerned (and /or the student if 18 years of age) and the Educational Welfare Officer, where appropriate, of the decision and that the decision is subject to the approval of the Board of Management.
- g) The Principal shall notify the parents of the student concerned and/or the student (if the student has reached the age of 18 years) and the Educational Welfare Officer, where appropriate, of their right to be heard before the Board of Management and of their right to appropriate representation.
- h) A meeting of the Board of Management shall be convened within 10 working days of the notification as outlined at 3 (f) above.

The Board of Management affirm that the procedure outlined hereunder should be followed in the course of a Board of Management hearing at which it is proposed to expel a student:

- a) The Principal shall present the case on behalf of the school and shall propose expulsion.
- b) The parents of the student concerned and/or the student (if the student has reached the age of 18 years) or their representative and/or the Educational Welfare officer, where appropriate, shall be afforded the opportunity to respond.
- c) Members of the Board of Management shall have the right to question the Principal and/or the parents of the student concerned (and /or the student if the student has reached the age of 18 years) or the Educational Welfare Officer as appropriate.
- d) Each side shall be afforded the opportunity to seek clarification/ask questions of each other through the Chair.
- e) Each side shall be afforded the opportunity to sum up.
- f) The Principal, the parents of a student under the age of 18 years, the student, if the student has reached the age of 18 years, the Educational Welfare Officer and their representatives shall withdraw to enable the Board to make a decision, but shall remain available for purposes if required.
- g) In the absence of the Principal, the members of Board shall select a recording secretary from amongst their members.
- h) The Board may make the following decisions:
 - To recommend that the student/s be expelled.
 - To suspend for a period of time.
 - To refer the matter back to the Principal for further investigation.
 - To reinstate the student in the school.

The BO.M. affirms that the procedure outlined hereunder should be followed at the conclusion of a hearing before the Board of Management which decided to recommend that the student/s be expelled or suspended from the school:

- a) Where the Board decide to recommend expulsion or suspension, the parents of students who have not yet reached the age of 18 years (or students who have reached the age of 18 years) and the Educational Welfare Officer, where appropriate, shall be informed in writing by the Principal of the decision of the Board of Management and of their right to appeal this decision to the Department of Education and Science under the terms of the Education Act 1998 Section 29. The

appeal shall follow the procedures as laid down on Circular Letter M 18/01. This appeal must be made within 14 calendar days of the decision being handed down.

- b) When the Board of Management is of the opinion that a student who is of compulsory school going age (or where a student has not completed 3 years of second level education) should be expelled from a school, it shall notify the Educational Welfare Officer in writing of its opinion and the reasons therefore and it shall co-operate, in so far as is practicable, with the Educational Welfare Officer in this regard.
- c) A student of compulsory school going age (or a student who has not completed 3 years of second level education as appropriate) shall not be expelled from a school before the passing of 20 school days following receipt of the notification by the Educational Welfare Officer. This is without prejudice to the right of the Board of Management and of the Committee to take such other reasonable measures, as it considers appropriate to ensure that good order and discipline are maintained in the school concerned and that the safety of students is secured.

The Board of Management reserves the right, in consultation with the education partners to review and modify the Suspension/Expulsion Policy as necessary.

Appendix 1

Uniform for Students

Student must have a back-up uniform ready always at home.
Students are expected to have their full uniform clean at all times and free from stains

Senior: TY.5th and Leaving Cert

- Navy School Blazer
- Grey pinafore
- White blouse
- Navy jumper with school crest
- Student must all black or all navy shoe, Runners are not allowed
- **Navy tights are compulsory except when students are wearing Navy School Trousers**
- Leggings or tracksuits are not allowed
- School Tie

Junior:1st,2nd,3rd year

- Navy pinafore
- White blouse
- Royal Blue jumper with school crest
- Student must wear and all black or all navy shoe, Runners are not allowed
- **Navy tights are compulsory except when students are wearing Navy School Trousers**
- Leggings or tracksuits are not allowed
- School Tie

PE Uniform:

All Students must from September wear the School PE uniform for PE classes and when representing the school in competition:

Uniform:

- Blue Hooded top with School Crest,
- Navy Tracksuit Bottom,
- White Polo Shirt,

We have read this Policy and are happy to comply with all parts of the Policy.

Parent/guardian Signature Date

Student Signature Date.....