

ARDSCOIL MHUIRE



Mission Statement

In this school we aim to provide a Christian environment, where each person is valued and assisted to reach full potential.

School Prayer

*God our Father,
Bless and protect the world and all its people today. May your gentle presence
strengthen and give hope to the suffering and those in need of special help.
May your peace be with us all – and may we live in the light of your truth and your love,
now and always.
Amen*

Introduction

Education in Ardscoil Mhuire Secondary School strives for the all-round development of the student, promotes Christian values, attitudes and principles, affirms the personal worth and dignity of each student and fosters awareness of the responsibility to work for peace, justice and unity in society. The school endeavors to encourage excellence in all areas of the student's life, in an atmosphere of interest, concern and friendship for each person. This policy applies to students of the school at the following times:

- During school time, including before and after class at break-times and during physical education classes in the leisure centre.
- While wearing the school uniform.
- While representing the school.
- While travelling to or from school using school transport.
- While on school trips, tours or exchanges.
- While supporting school teams or activities.

Rationale

The Code of Behaviour for Ardscoil Mhuire is based on the school Mission Statement and reflects the ethos and characteristic spirit of Ardscoil Mhuire. 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 girls. This Code

provides a just and reasonable system to ensure responsible behaviour by students, staff and parents/guardians. Thus the principles underpinning 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 respect for the environment.

Code of Behaviour

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 have a duty to support the school in implementing a fair and just Code of Behaviour. Acceptance of the Code of Behaviour by parents/guardians is required on enrolment of a student in the school.

Co-operation between parents/guardians and the school is enhanced by dialogue with the teacher, Class Teacher, Year Head, or with the Deputy Principal or Principal in cases involving serious misbehaviour. In all cases, the parents/guardians are welcomed to the school to represent the student's case. The whole school community, they being the Parents Association, the teaching staff and the Student Council, has been consulted in drawing up this code.

The Code of Behaviour is based on Respect, Responsibility and Right relationships.

A. 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 signalling 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. Stand when they enter.
- Pass books, pens etc. to other students by hand. Never throw articles, or ask for articles to be thrown.

B.Responsibility

(B)1. 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 her 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.
- Avail of opportunities to participate in the extra-curricular life of the school.
- Be in full uniform in school and on journeys to and from school
- 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 is the responsibility of the bystander to report and prevent incidents of harassment and bullying.
- Strive for excellence in all activities-‘be the best that you can be’.
- Be considerate, helpful and supportive of each other.

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 they are ignored or ridiculed, or that their feelings are unimportant
- Treat others fairly and as individuals. No student should be targeted because of their 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 i.e. J.C.S.P., Academic Awards Night, Transition Year and Leaving Certificate graduation awards ceremony.
- Merit Card System
- Incentive based field trips during Easter and summer coordinated by SCP.
- Recognition of out of school achievements in their own parish
- Certificates to acknowledge achievements in various extra-curricular activities
- School Tours
- Peer mentoring
- Attendance Awards.

(B)2. Unacceptable Behaviour

As students may have difficulty understanding how the Code of Behaviour should be applied in everyday school life, we have provided a list of examples of unacceptable behaviour that would involve a breaking of the Code of Behaviour by students and which could result in disciplinary actions. The behaviours cited are examples only and this is not an all-inclusive list.

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

- Failure to produce a school journal if required to do so by teacher.
- Wearing non uniform clothing, excessive jewellery or make up.
- Non-natural hair colouring and partially shaved heads.
- For educational and health and safety reasons the wearing of gel and acrylic nails.
- Facial piercings.
- Unauthorised absences
- Consistent lateness
- Disruptive or dangerous behaviour in class, school or the local community.
- Use of aggressive and abusive language.
- Defiance of the authority of teachers and other employees.
- Failure to observe safety procedures.

- 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/vaping in school, out of school while in school uniform or on school trips.** Any student found smoking/vaping in school, out of school while in school uniform or on school trips will be suspended for one day.
- **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.
- Loitering near the local shop before and after school.
- Repeated failure to follow school procedures.
- The use of mobile phones, ipods and personal radios on the school premises. Any use of technology which impinges on the respect or privacy of individuals or that contravenes the school ethos is an inappropriate use of the technology. Any uses of technology considered inappropriate by the school management will be dealt with in accordance with the Acceptable Use Policy and/or Anti Bullying Policy. *Online privacy and code of behaviour: Circulating, publishing or distributing (including on the internet) material associated with school activities including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to another person, is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action, the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.*

Sanctions

All known breaches of the school's Code of Behaviour are recorded. Repeated breaches are reported to parents and may result in a student coming before the Principal. Students may receive one or more of the following sanctions for failure to observe the school Code of Behaviour:

- If a student does not bring their PE gear to school, which as a consequence will prevent them from participating in a double lesson, a sanction of a one hour detention after school on a Thursday will be imposed. A student's inability to participate in PE classes places a huge burden on school resources as Senior Management is required to arrange alternative supervision for the aforementioned student. If a student has a note stating that they are not able to participate in PE classes they are still expected to have gear with them so that they can accompany the class to the sports complex. Students in this instance will be able to participate to their ability or observe the lesson. If a student cannot participate in PE classes for a period of time a medical certificate is to be presented to the Senior Management of the school.

- Verbal and a written warning (memos) pertaining to the following:
 1. Homework Memo
Given to a student if homework is incomplete, missing textbook etc.
 2. Discipline Memo
There is a long and carefully thought out graded approach relating to student indiscipline. Its fundamental aim is to instil positive and respectful boundaries in the overall life of the school community.
 - For incidents of indiscipline a “Discipline Memo” may be given to the student. This is recorded on VShare by the teacher. The student’s Year Head will be able to view this discipline memo on VShare.
 - If the student receives three discipline memos the Year Head will warn her that if she receives two more she will be before the discipline committee.
 - The student will also be put on report.
 - The student will have to ask each of their teachers to sign this report after every class for a week.
 - This report card will also be signed by the student’s parent/guardian at the end of each day.
 - The Year Head will also write to the parents and let them know that their daughter has received three memos.
 - If the student gets two more memos she will go before the Principal and will be suspended from school for a period of time. School suspension is a tiered system.

1 st Offence	2 days suspension
2 nd Offence	3 days suspension
- Referral to Class Teacher/Year Head.
- Contact with parents/guardians.
- Referral to Deputy Principal/Principal.
- Where it has become known that a school pupil has used a mobile phone/electronic device without permission for any purpose or if said device is activated in a student’s possession or while in her bag or locker the following procedures will be followed:
 1. On the first occasion, the equipment including sim card will be confiscated from the pupil. Items may be collected by parents/guardians only, after school at 3.40pm on Monday and Tuesday and 3.00pm on Wednesday, Thursday and Friday.
 2. On the second occasion in that school year, the equipment including sim card will be confiscated from the pupil. Items may be collected by parents/guardians only, after school at 3.40pm on Monday and Tuesday and 3.00pm on Wednesday, Thursday and Friday. The student will also receive a two hour detention after school on the day following the incident.
 3. Any further breach of the School Code of Behaviour and Mobile Phone/Electronic Device Policy will result in further sanctions being imposed up to and including suspension. (See Mobile Phone Policy)
- Report Cards – Day/Week.

- School Community Work
- 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.
- Suspension
- Referral to the Board of Management for expulsion.

The Principal reserves the right to automatically suspend a student for serious disruptive/dangerous behaviour.

C. Right Relationships

In order to build a Restorative community we need to support and build right relationships. Restorative practice is an approach to building ‘Right relationships’ in the school community. The restorative approach is encouraged to repair harm and restore relationships by being accountable and accepting responsibility. Strategies such as restorative questions, circle time and making amends are incorporated into the school Code of Behaviour. A whole school approach will be promoted by encouraging all members of the school community to receive on-going training using restorative strategies.

Procedures

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

- Students must attend school in accordance with the school calendar. In the case of a necessary absence, a note must be submitted by the parent/guardian via the School App on the morning of their daughter’s absence. The note must specify clearly the reason for their absence, as is required by law. This note will be forwarded to the relevant Year Head through the App for his/her approval. If a parent/guardian does not submit an absence note on their daughter’s behalf through the School App, on the morning of her absence, a notification will be sent to the parent/guardian to inform them that their daughter is absent from school and to remind them to send a note, if the absence is legitimate. Parents can then notify the school through the School App of their daughter’s absence or alternatively communicate with the school that they are unaware as to why she is not in school. The system, which aims to provide and sustain a very robust mode of communication between the school and home regarding student attendance, compliments systems already in place such as VSware.
- If a student wishes to leave school during the school day for any purpose, a note must be sent by the parent/guardians via the School App. This note will be forwarded to the relevant Year Head through the App for his/her approval. The permission to leave school note from the parent/guardian must be sent by 8.15 am on the day in question. This is to afford the Year Head time to approve the permission to leave note on the School App. All students leaving school must sign out at the reception area utilising the school digital sign in/sign out

procedures and must be collected by a parent/guardian. Students are not to exit through the school reception area until they are instructed to do so by a person in reception. If nobody is present in reception, the student must go to the Deputy Principals/Principal's office to inform them that they have permission to leave the school. This will then be verified through the school App.

- Failure to follow school procedures in relation to leaving the school premises will result in a sanction being imposed.
- Student departure/collection time must coincide with the scheduled conclusion of class periods. This is essential in order to avoid unnecessary disruption to teaching and learning in classes. The times that parents/guardians will be able to collect their daughters from the school for essential appointments are as follows: 9.30am, 10.10am, 11.05am, 11.45am, 12.25pm, 1.05pm, 1.40pm, 2.20pm, 3.00pm.
- During school hours students are forbidden to leave the school premises without permission.
- Students who become unwell or need to make contact with home while in school must report to reception, then contact will be made with parents/guardians.

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 Ardscoil Mhuire 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. Failure to do so will result in sanctions such as detention and/or in-school suspension.
- 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 laboratories and Home Economics and Art 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.
- We expect our students to behave in a manner that reflects well on themselves and on the school.
- Students must adhere to the School's Internet Acceptable Use-Policy.
- Sexual Harassment and all other forms of harassment are prohibited.

Note: It should be understood that it is impossible to anticipate every single misdemeanour/unsafe action in any given context. The various types of misconduct mentioned 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 daughter's agreement to accept it.

- All visitors to the school must first report to reception.
- 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 daughter during the school day by phone, must do so through reception. 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.

Lost Property

A student's property is her responsibility. All clothing and student property should be clearly marked with the student's name. Lockers and locks are provided for a nominal fee to all students at the beginning of the year. Students who lose property should report it to the office. Items of property found will be returned to the owner where known or will be held until the end of term.

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

Signed: Sr. Ena Quinlan
 Chairperson
 Board of Management

ACCEPTANCE OF THE SCHOOL CODE OF BEHAVIOUR

I have read the Code of Behaviour of Ardscoil Mhuire, Corbally and I understand it. I agree to adhere to the school Code of Behaviour and I am aware of the consequences should I fail to do so.

Student's Signature: _____ Date: _____

Class: _____

Witnesses

Parent/Guardian Signature: _____ Date: _____

Year Head: _____ Date: _____