



St Mary's Secondary School,
Holy Faith, Glasnevin, Dublin 11.

60770P



CODE OF BEHAVIOUR

Ratified by the Board of Management June 2019

INTRODUCTION

St Mary's Ethos Statement

The ethos of St Mary's is drawn from two sources:

- The characteristic spirit of the Holy Faith Order
- The 1998 Education Act

As outlined in St Mary's Mission Statement, the long term objective of the school includes the formation of young people who will be capable of living in and contributing to the community to which they belong. It recognises also the unique personal development of each individual in the school community through acknowledging academic and non-academic programmes in the school and all aspects of school life. Students in St Mary's are helped to integrate into their lives a deep Christian Faith and the formation, therefore, in the school, is of the Catholic tradition. St Mary's is inclusive of all religious denominations, as per the Le Chéile Charter.

Brief History of St Mary's

Margaret Aylward, foundress of the Holy Faith Sisters, began her work with the purpose of passing on the Faith and providing education for the poor of post famine Ireland.

Holy Faith secondary schools were opened in Dublin in the second half of the nineteenth century so that a Catholic education could be made as widely available as possible to children in the city. The Sisters established St Mary's, Glasnevin, in 1873. Almost eighty years ago, on December 8th 1939, the President Douglas Hyde and the Taoiseach Éamon de Valera attended the laying of the foundation stone of this impressive red brick building which was opened in 1941 under the direction of the Holy Faith Sisters.

St Mary's is proud of its heritage and long tradition of education in the Glasnevin area. St Mary's endeavours, on an on-going basis, to meet the dual challenge of enhancing quality and managing change and it acknowledges its history of commitment to curriculum innovation and development.

Pastoral Care System in St Mary's

It is acknowledged in the Ethos Statement for the school, which is in the school plan, that St Mary's follows "a pastoral approach" which is embedded in the daily life of the school.

This pastoral care programme seeks, at its heart, to value and develop the student at every level. It also seeks, by extension, to value and to support the parent(s)/guardian(s) of the students. The Principal, Deputy Principals, teaching staff, Class Tutors, Year Heads, Guidance Counsellors, the Care Team, the SEN Team, members of the team at St John's Education Centre, the administration staff and the members of the Board of Management play a vital role in the pastoral care programme and the welfare of the students.

We work together towards a common goal of fostering the care, welfare, dignity and potential of each student because wellbeing is at the core of everything we do in the curricular and extra-curricular pursuit of the ideals of our Mission Statement. With the aid of the pastoral care programme, which has been in place in St Mary's for many years, the students have the opportunity to develop their talents and to realise their potential. St Mary's school community engages all of the school's policies, processes and programmes in the development of appropriate structures, roles and resources to support the development of the students and their parent(s)/guardian(s).

POSITIVE BEHAVIOUR

Positive Behaviour in St Mary's

The Code of Behaviour in St Mary's was developed through consultation with teachers, students, their parent(s)/guardian(s) and the Board of Management and is reviewed regularly. It references the 1998 Education Act, the Education Welfare Act and the National Education Welfare Board's 'Developing a Code of Behaviour: Guidelines for Schools' (2008). The Code of Behaviour should be read in conjunction with the Anti-Bullying Policy, the Attendance and Punctuality Policy, the Dignity at Work Charter, the Equal Status Act, the Internet Acceptable Usage Policy (2016) and the Health and Safety Statement (2019).

Promoting good behaviour is the main goal of St Mary's Code of Behaviour. The Code of Behaviour is the set of programmes, practices and procedures that together form the school's plan for helping students to behave well and to learn well. It encourages good behaviour and it seeks to prevent unacceptable behaviour through positive behaviour strategies. It helps teachers, staff, students and their parent(s)/guardian(s) to work together for a happy, effective and safe school. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

- **Class Teacher:** It is acknowledged and rewarded by positive reinforcement in the class. All staff members acknowledge positive behaviour in the report card. Positive comments can also be made in students' copies and on their VSWare reports.
- **Class Tutor:** The Class Tutor meets with their class group regularly during the week at pastoral time (8.45am - 8.55am). During this time, the Class Tutor records the online roll on VSWare, assists in the administration of attendance and collection of 'Explanations for Absence' notes and checks that homework for all subjects from the previous day have been recorded. The Tutor will also check the report card on a weekly basis. The Class Tutor encourages and acknowledges the positive behaviour of the students in their class group.
- **Year Heads:** Year Heads encourage positive behaviour. They meet with individual students at pastoral time (8.45am - 8.55am) on a daily basis. There are weekly assemblies for each year group. During these times, the Year Heads/Class Tutors/Deputy Principals or Principal acknowledge the positive behaviour of the students in their year groups. They are present, also, at award giving ceremonies which are held bi-annually.
- **Students:** Students, themselves, encourage positive behaviour in the school. It is the belief of the management and staff of St Mary's that students have much to contribute to the life of the school community. Students are actively encouraged, by all members of staff, to take part in the various extra-curricular activities offered to them in St Mary's. By willingly participating in a leadership role in the school, students can show respect for themselves, all members of the school community and the environment. This leadership role can be carried out by students in areas of the school life such as being a member of the Student Council; being a Class Captain or Vice-Captain or a senior prefect or a senior mentor. The senior prefect will have responsibility for linking in with members of a specific junior class group. The senior mentor will have responsibility for some of the different areas of school life (for example Library, Science Club, Art Club, Sport or Sensory Garden).

Many strategies are used to reinforce positive behaviour, effort and achievement including:

- **Award Ceremonies:** There are award ceremonies held bi-annually in the school where recognition is given by the Principal, Deputy Principals and the teachers to students who deserve recognition for their achievements during the school year. Students receive certificates and awards for their various contributions (academic and non-academic) to the school life of the school.
- **Themed Weeks:** Each year in St Mary's, there are many themed weeks (e.g. Space Week, Maths Week; Science Week; Stand Up Awareness Week; College Awareness Week; Health and Wellbeing Week; Catholic Schools Week; Cyber-Safety Week; Engineer's Week; Green Schools Week, Seachtain na Gaeilge as well as Arts and Literacy Week) held in the school. This promotes positive relationships in the school community. It helps foster acceptance and respect in the school community and it also encourages a friendly and inclusive cooperative atmosphere in St Mary's.

The Code of Behaviour provides the school community with an opportunity to help build a shared commitment to the values and the ethos of the school. It gives all the partners in the school community a sense of ownership of the Code of Behaviour. It creates an agreement about the kinds of behaviour and relationships that foster learning and it builds a shared understanding of how behaviour affects learning. Therefore, it aims to strengthen positive relationships of respect and trust within St Mary's.

ST. MARY'S CODE OF BEHAVIOUR FOR STUDENTS

Students in St Mary's Secondary School, Glasnevin, are encouraged at all times to show respect for themselves, all members of the school community and its environment. Students are expected to greet people in a polite way, to say thank you, to use polite language, to allow others to contribute and learn in class because St Mary's is a friendly, caring school with a positive environment having respect and caring at its core.

Cooperation between home and school is an essential element in the full development of the student. Parents/Guardians are highly regarded in St Mary's and we depend on them to help implement the Code of Behaviour. Introductory meetings take place for all year groups at the beginning of the year. At these meetings, the values underlying the Code of Behaviour are explained. Parents/Guardians and students will be asked to sign-up to the Code of Behaviour and agree to abide by its terms on page 12 of journal by Monday 16th September 2019.

The following rules are to be observed:

Behaviour

- Students are well-mannered and respectful in their dealings with others.
- Rough play is not allowed.
- Bullying, including *cyber-bullying, is strictly forbidden.
- Bad language or swearing is unacceptable at all times.
- Students move quickly and efficiently on corridors and stairs in the direction indicated by the signage. Running is not permitted.
- Students are expected to line up in an orderly queue at the Glanmore Food Station at break-time and lunch-time.

***Cyber-Safety**

Cyber-Safety is paramount in the school community for the well-being and safety of all students in the community. Inappropriate use of any social media in relation to any member of the school community is strictly forbidden and sanctions will be imposed for such usage as these actions are serious breaches of the Code of Behaviour and may be referred to the Board of Management or the Gardai.

School Uniform and Appearance

- The **school uniform** as listed here is to be worn at all times because the uniform promotes equality and pride in our school community.
- The uniform for **junior students** is a navy plaid skirt or navy trousers with a royal blue pinstripe; a navy jumper; a white reversed collar shirt; navy/black/white knee socks/tights and **plain black flat footwear** (no ankle or knee boots are permitted).
- The uniform for **senior students** is a royal blue plaid skirt or navy trousers with a royal blue pinstripe; a royal blue jumper; a sky blue reversed collar shirt; navy/black/white knee socks/tights and **plain black flat footwear** (no ankle or knee boots are permitted).
- St. Mary's official school jackets must be worn by all students. Only school scarves are permitted. All items of uniform are available from Grants in Manor Street, Dublin 7.
- Students who are not wearing their uniform for ongoing medical conditions must present a doctor's note to their Year Head at the beginning of every academic year. If a student is out of uniform, a call will be made home and students will be requested to wear items of uniform provided by the school.
- The **PE uniform** for all junior students is the school tracksuit; a white polo shirt with the school crest and sports runners which must have good grip and foot support.
- All items of school uniform including all personal belongings must be clearly labelled with student name and class. Students are responsible for all personal items brought to school including their school jacket and PE gear. The school cannot accept responsibility for valuable items lost on the premises.
- Only discreet earrings are to be worn.
- Piercings including stretchers, nose studs, nose rings, eyebrow rings or eyebrow bars are not allowed in line with St Mary's Health and Safety Statement.
- False, gel or acrylic nail extensions are not permitted in school for safety reasons. Students will be directed to remove them at home.
- Dyed hair (other than natural hair colour dyes) or other extreme fashions in hairstyle are not allowed.
- Only discreet facial make-up is acceptable.

School Property

- School property must be respected at all times as damaging school property can lead to injury.
- Students must respect the property of others and not interfere with such property.
- Any form of graffiti on the school campus is absolutely forbidden. Serious sanctions will be imposed for

students who deface school property in this way.

- The lift is not for student usage unless a pass is issued from the Principal/Deputy Principal(s)/Year Head on presentation of a medical certificate. Year Heads may issue a discretionary pass for a temporary period of time. Students using the lift must carry their lift pass in their journal at all times and may be accompanied by a buddy.
- Access to food stations, water fountains and the snack machine is permitted only at break-time, lunch-time, before and after school.

Electronic Equipment

Students are not permitted to plug in any electrical appliances or devices.

School Environment

- A litter-free school creates a clean, healthy and 'green' environment.
- The Lunch-time Cleaning Roster must be adhered to by all students. The names of the students responsible for clean-up are agreed and written up on the 'Yearly Cleaning Roster' at the beginning of the year by the Tutor and placed on the noticeboard in the classroom. All waste must be placed in the bins provided.
- The small black bins are to be used for food waste only and the green bins are to be used for all other materials once these materials are empty, clean and dry.
- Window ledges are to be kept clean and clear at all times. Students may not sit upon them at any time on safety grounds.
- Lockers are to be kept clean, in good order and locked at all times. The school cannot accept responsibility for items stored in unlocked lockers.

School Mobile Phone Policy

Our Smartphone Policy is presently under review and we are grateful to the many parents/guardians who responded to our survey. It is clear from your responses that we share serious concerns about the misuse of smartphones among young people. Because of their usefulness in an educational context we are allowing smartphones on the school premises but only for educational use. Students found with smartphones switched on without permission from a teacher will have their phones confiscated and parents will be notified in relation to this serious breach of our Code of Behaviour. Should any student continue to be in breach of this important school rule we will implement a complete ban on that individual student's smartphone. For parents/guardians who do not wish their daughters to have a smartphone in their possession we are negotiating a deal with the service provider *Three* to provide non-smart phones for calls and texts. Should you require further information please contact the school office.

Day to Day Routines

Good classroom behaviour is essential for a healthy learning environment in which each student may develop to her full potential.

- Breakfast Club is available to all students from 8.10 – 8.40am in St Mary's Kitchen.
- It is recommended students should arrive by 8.30am to prepare for the school day.
- Students must present for roll call at Tutor Time/Assembly at 8.45am each morning
- If a student is absent for roll call, a text is sent home alerting parent(s)/guardian(s).
- If for some reason, students are late, they must sign the relevant 'Late Book' upon entering the school. It is expected that parent(s)/guardian(s) write a 'Late Note' in the relevant section of their journal.
- Students must arrive on time for all classes fully prepared for class, with their school journal, copies, books and other equipment as required.
- Toilet facilities should be availed of before the first bell, at break-time (10.55 – 11.10am), at lunch-time (1.10pm – 1.50pm) and at the end of the school day.
- Homework is to be recorded in the journal for each subject and completed daily.
- The school journal records homework, positive and negative behaviour, study habits, attendance and is a vital form of communication with parents/guardians.
- The school journal is to be kept on the student's desk at all times.
- Students are to present the school journal to a teacher/Class Tutor/Year Head when requested.
- Homework is to be recorded on a daily basis in the school journal.
- The report card in the school journal must be signed weekly by parent(s)/guardian(s) for their daughter(s) in junior cycle.
- The school journal is to be kept clean and free from graffiti.

- Students must treat each other and all members of the school community with respect and courtesy at all times.
- Students are encouraged to cooperate with teachers and participate in class in order to develop their potential.
- Any behaviour which disrupts the teaching and learning process of others is unacceptable and will be dealt with through Our Ladder of Referral process.

ATTENDANCE AND PUNCTUALITY

Attendance

Parents/Guardians are informed of school closures via the School Calendar (page 17 school journal) which is issued to all families before the academic year. It is St Mary's school policy to work in partnership with parents/guardians to ensure full attendance during the academic year. Students are required to attend school each day between 8.45am and 3.50pm except Wednesday, Thursday and Friday when classes finish at 3.10pm. Break-time is from 10.55 – 11.10am and lunch break is from 1.10pm – 1.50pm each day.

Punctuality

Full and punctual attendance at all classes is essential if students are to achieve their full potential. Student absences will be notified to Túsla in accordance with the Education Welfare Act, 2000, should absences exceed 20 days. All students are expected to be in attendance for roll call at 8.45am. Persistent lateness will be considered a serious breach of school rules and will result in sanctions which may include detention and/or a phone-call/meeting with parents/guardians. Attending class late interferes with the learning of others; therefore all students must be on time for all classes. Punctuality promotes personal responsibility and respect.

Absences, Illness and School Trips

- Reasons for a student's absence must always be communicated to the school in writing on their return. All notes of explanation are filed for school records and to facilitate this, it is important that all communications must be entered in the 'Explanations for Absence' section of the school journal.
- All medical, dental and other appointments **should be made** outside of school hours as in accordance with Túsla and DES guidelines. In exceptional circumstances, medical/dental appointments during school time must be followed up by a certificate of attendance.
- Family holidays should take place outside the school term in accordance with the Education Welfare Act 2000.
- Student Christmas and Summer exams can only be rescheduled in exceptional circumstances.
- If for any reason, a student must leave school early, written permission from the parent/guardian must be entered in the 'To Leave At' section of journal and presented to the student's own Year Head, where possible, at Tutor Time.
- It is expected that students attend school unless seriously ill. In the event that any student **is feeling extremely unwell** during the school day, they should speak with their Year Head. No student may leave the school premises without permission.
- A member of staff will telephone home to arrange collection if their Year Head deems it appropriate. Junior students must be collected at reception by a parent/guardian.
- Parent(s)/Guardian(s) must not contact their daughter(s) directly via their mobile phone which should be turned off during the school day. **If parents/guardians wish to contact their daughter(s) for any reason, contact must be made through the main office only.**
- In the event of a student being sick on the day of a trip, parent(s)/guardian(s) must contact the school by 8.30am as this assists with the general organisation of the trip.

HEALTH AND SAFETY

Stairs

When using the stairs, we would like to remind all members of the school community to use the handrails provided.

Parking

We once again make our appeal to all parents/guardians, who drive their daughter(s) to school. It is essential that all parents respect the school's policy in relation to vehicular access to the school. The staff

car park is not a drop off/pick up area for students. This is to ensure the safety of your daughter(s). Parking on the yellow school zone area is illegal. For safety reasons, the staff car park is not a student entrance or exit as students must enter/exit by the school gate only.

Illegal Substances

In keeping with the law, students should not use or be in possession of illegal substances when they are in school, going to and from school or when they are representing the school. The following activities can seriously damage a student's health and are strictly forbidden:

- Smoking
- Alcohol Consumption
- Substance Abuse
- Stimulant Abuse

Prescribed Medication

Please inform the school authorities when your daughter(s) is taking prescribed medication on the school premises. Students should never share medication prescribed or otherwise. Please see Administration of Medication Policy.

FIRE DRILL INFORMATION

In the event of the Fire Alarm sounding DURING CLASS:

- ❖ Leave your bag in the classroom.
- ❖ Follow your teacher's instructions and evacuate your classroom with your teacher. The last person to leave the room should close the door.
- ❖ Silence at all times (as you may need to hear important instructions regarding the evacuation).
- ❖ The lift must NOT be used. In the event of a Fire Alarm, the lift automatically goes to the ground floor and remains open.
- ❖ Follow your teacher to the Assembly Point on the hockey pitch. See list of Assembly Points on page 10.
- ❖ Line up in alphabetical order (for that class, do not go to tutor groups).
- ❖ Teachers will take the roll again.
- ❖ Students are to return back to the school after the evacuation the same way they exited the building. This is for health and safety reasons and to avoid congestion.

In the event of the Fire Alarm sounding OUTSIDE OF CLASS TIME (before school, break of class, break-time, lunch-time, after school), please adhere to the following:

- ❖ Exit the school by the nearest available exit.
- ❖ Assemble on the hockey pitch. See list of assembly points on page 10. Line up according to your tutor group.
- ❖ Line up in alphabetical order and your Tutor will call the roll.

REMEMBER ALWAYS TAKE THE FIRE ALARM SERIOUSLY

FIRE EVACUATION

In every classroom there is a fire evacuation procedure posted up in a red frame on the wall. It must be read and followed carefully by all students. Students are reminded that interference with fire alarms or fire safety equipment will result in suspension or expulsion. In the event of the fire alarm sounding, please make way to the following designated Assembly Points on the Hockey Pitch.

Year Group	Assembly Points on Hockey Pitch
All First Year Class Groups	1
All Second Year Class Groups	2
All Third Year Class Groups	3
All Fourth Year (TY) Class Groups	4
All Fifth Year Class Groups	5
All Sixth Year Class Groups	6
School Staff (not teaching at time of fire drill/fire) and school visitors	7

No person should return to any buildings until the **ALL CLEAR** has been given by a member of the Health and Safety Committee.



ST MARY'S VOLUNTEERING FOR ALL CHARTER

St Mary's Secondary School recognises volunteerism as a means of promoting positive wellbeing. As a school community we value the importance of sharing our time, and supporting those in need in our community. This school believes volunteerism is a means of providing opportunities to learn new skills and enhance existing ones. St Mary's secondary school celebrates the diversity and multiculturalism of our community.

- As volunteers we have the right to be included. We have the responsibility to participate and work together as a team.
- As volunteers we have the right to be respected. We have the responsibility to be free of judgement and to listen to others.
- As volunteers we have the right to be treated equally. It is our responsibility to ensure that everyone has the same opportunities to be successful.
- As volunteers we have the right to be ourselves. It is our responsibility to ensure we celebrate our diversity, and make our school a safe place.
- As volunteers we will lead by example.
- As volunteers we will recognise a need in our community, and be of service to that need to empower our community.
- As volunteers we will do our best and encourage others to do their best too.

St Mary's Secondary School recognises that students and staff of our school, our families and the Glasnevin community are stakeholders to our success in volunteerism.

LADDER OF REFERRAL

Good behaviour commences in the classroom. Each student is expected to contribute positively to the teaching and learning environment in every class. Each teacher has responsibility for the maintenance of discipline in her/his own class while sharing the responsibility for good order in St Mary's. Should a student be in breach of the Code of Behaviour and disrupt this learning environment, the following sanctions are imposed:

Stage One

If a student is in breach of the Code of Behaviour:

- There will be a verbal warning from the teacher.

Stage Two

If a student continues to be in breach of the Code of Behaviour, some or all of these may be implemented depending on the nature of the incident:

- Class teacher records the incident in the student's journal and records the incident in her/his teacher's journal.
- Detention mark may be given to student.
- Class teacher refers matter to Class Tutor. Class Tutor liaises with student in attempt to resolve issues of misbehaviour.

Stage Three

If a student continues to be in breach of the Code of Behaviour:

- An Incident Report Form will be filled in by the class teacher and given to the Year Head.
- Telephone call home may be made from class teacher to parent/guardian informing them of breach in the Code of Behaviour.
- Year Head liaises with the student in an attempt to resolve issues of misbehaviour. Matter may be referred to the Care Team or to the counsellors.

Stage Four

If a student continues to be in breach of the Code of Behaviour:

- An appointment will be made by the Year Head to see Parent(s)/Guardian(s).
- A Deputy Principal will be informed of the meeting and will be informed of the outcomes.
- A student may be given a target sheet (see page 31 school journal) as a positive intervention.

Stage Five

If a student continues to be in breach of the Code of Behaviour:

The matter is referred to the Deputy Principal(s)/Principal. The following may be implemented:

- Student meets with Deputy Principal(s)/Principal and others to agree on outcomes for improved behaviour.
- Student agrees on outcomes for improved behaviour.
- Parent(s)/Guardian(s) meet with the Deputy Principal(s)/Principal and others.
- Referral to the Care Team or counsellors.
- Matter may be referred to outside supporting agencies.
- Parent(s)/Guardian(s) may be asked to take a student home immediately.
- Student may be suspended. Parent(s)/Guardian(s) are informed in writing of the decision to suspend.
- The Board of Management is informed of this decision.

If a student behaves in an extreme manner, Stage 5 will be implemented immediately.

Stage Six

If a student continues to be in serious breach of the Code of Behaviour:

- A behavioural committee may be convened. The behavioural committee consists of the Principal/Deputy Principal(s), the relevant Year Head and a sampling of class teachers. It is only convened when the behaviour of a student is deemed to be in serious breach of the Code of Behaviour. It is charged with

the responsibility of protecting the right of every student in St Mary's to learn in an environment free from unnecessary disruption. It is also charged with creating a safe environment for all staff members.

Stage Seven

If a student is consistently in serious breach of the Code of Behaviour:

- Matter is referred to the Board of Management.
- Board of Management may meet with parent(s)/guardian(s).
- All options up to and including Suspension/Expulsion may be considered. Individual Improvement Behaviour Plan may be set up for student.
- Referral to Care Team or to the counsellors.
- Matter may be referred to supporting agencies, e.g. NEPS (National Educational Psychological Service) or Túsla.
- Expulsion is a very serious step and one that is only taken by the Board of Management in extreme cases of unacceptable behaviour.
- A parent, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Skills (Education Act 1998, Section 29). Please note a full copy of the anti-bullying policy is available for all to read on the school website www.stmaryshfclglasnevin.com

DETENTION

A Detention System operates in St Mary's for students who do not cooperate with and who do not carry out the school rules. Detention is at the discretion of the Year Head/Deputy Principal(s)/Principal for continuous breaches of the Code of Behaviour or exceptional misbehaviour. These may include:

- Persistent lateness/mitching from class or school
- Ongoing poor behaviour including non-adherence to uniform code
- Non-participation in PE/No PE gear on three occasions
- Disruptive behaviour in class
- Any other form of unacceptable behaviour

Detention takes place in the Library every Wednesday morning from 8.10 – 8.40am at the discretion of the Year Head/Deputy Principal(s)/Principal and students must attend. Non-attendance at detention by a student will be dealt with by the Year Head to ensure that the sanction is implemented. Failure to attend detention on a second successive occasion may result in a further sanction.

I have read the above Code of Behaviour and agree to abide by the terms.

Signature of Student: _____

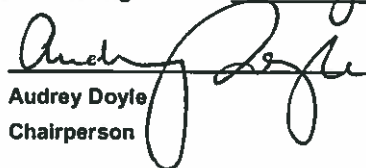
Signature: Parent/Guardian 1: _____

Signature: Parent/Guardian 2: _____

Reminder: Sign-off required by Monday 16th September 2019

Ratified by the Board of Management on *26th June 2019*

Signature:


Audrey Doyle
Chairperson