



## **St. Michael's College Code of Behaviour**

### **Introductory Statement and Rationale:**

The Code of Behaviour is the result of consultation and collaboration among all of the stakeholders in the college in line with the guidelines issued by the NEWB.

### ***Relationship to the characteristic Spirit of the College The School Mission Statement:***

St. Michael's College is a Catholic School. It aims at creating a holistic educational environment that fosters the spiritual, intellectual, social, emotional and physical qualities of its students. Hence within a framework of Christian values, the full support of the school community is required.

### **Aims of the Policy**

- To allow the school to function in an orderly and harmonious way.
- To enhance the learning environment where students can make progress in all aspects of their development.
- To create an atmosphere of respect, tolerance and consideration for others.
- To promote positive behaviour and self-discipline recognizing the differences between children and the need to accommodate these differences.
- To ensure the safety and well-being of all members of the school community.
- To assist parents / guardians and pupils in understanding the systems and procedures that form part of the Code of Behaviour and to seek their co-operation in the application of these procedures.
- To ensure that the system of rules, rewards and sanctions are implemented in a fair and consistent manner.
- To build relationships of mutual respect among students, staff and parents.

## **Contents of Policy**

### **Standards of Behaviour**

#### **1. Good Manners and Respect:**

Teachers and pupils should respect each other's dignity. Pupils are expected to co-operate fully and courteously with all members of staff. They should make way for staff members or other adults in corridors or on stairways and open doors to allow them to pass through first.

#### **2. Dress and Appearance**

- Students must wear a full College Uniform (school jumper, shirt, tie, trousers and shoes) at all times.
- Students who are not in the correct School Uniform must present to the Year Head or Deputy Principal before school starts to obtain a note.
- Shoes must be of a conventional style and colour. Runners and sports shoes are not acceptable in the school building. Sportswear is reserved for sporting occasions.
- Hair should be clean, well groomed and tidy at all times. It should not be dyed or cut in outlandish styles.
- Jackets / fleeces must not be worn, or left in classrooms during the day.
- Piercings are not allowed.

#### **3. Punctuality**

- Classes commence at 8.45 am. Any student arriving after this time should still proceed to class where he will be marked as 'Late' on VSware.
  1. Any student with two or more lates in one week will be placed on additional supervised study on Saturday morning in full uniform from 9am until 1pm.
  2. Parents will be informed by text if their son is late to class. Parents will also receive a text if their son is absent during first class.

#### **4. Respect for Property**

Students must respect College property and the property of others. Lockers are the property of the college and are to be treated with respect. Students who damage lockers must pay for the cost of the repair or replacement. Damp and wet gear should not be left in lockers overnight and at the end of the school year each student should empty his locker and leave it open for inspection.

Students must deposit all litter in the appropriate bins provided.

Eating and drinking is only allowed in the designated areas, under no circumstances is food to be consumed on the corridors or in the classrooms. Students found eating in undesignated areas may have their food confiscated.

#### **5. Smoking**

Smoking is forbidden by law in all buildings. Smoking is also forbidden on school property and in the vicinity of the college or whenever boys are together as a recognisable St. Michael's group.

#### **6. Alcohol**

No student is allowed to bring alcohol on to the grounds of St. Michael's. Students are not permitted to attend any school activity while under the influence of alcohol. Students who do so will face severe sanctions in accordance with the school's Code of Discipline.

#### **7. Sports Supplements**

Use of any substance or stimulant that poses a risk to the health of any student contravenes the school's Code of Behaviour. The College supports the IRFU Guidelines on sport supplements and young players. See [www.irishrugby.ie](http://www.irishrugby.ie)

#### **8. Illicit Use of Drugs**

Illicit drugs are seriously detrimental to health. Students who bring such drugs into the college, sell or give to another pupil are liable to be expelled. The Gardai may also be informed of such offences. Please refer to the College Drug Misuse Policy on the school website.

#### **9. Permission to Leave School**

Students who wish to leave the College during the day must report to their appropriate Year Head or to the Deputy Principal. Parents will be contacted before any student is allowed to go home and the student must sign out at the Administration Office. No student is allowed to leave the campus between 10.45 am and 11.00 am. Only students in Transition Year, Fifth Year and Sixth Year are permitted off campus during lunch time. No student is allowed off campus by car during school hours.

#### **10. Notification of Absence from Class**

Each student must endeavour to attend school the full requisite number of school days.

On return from absence students must give a written excuse signed by a parent / guardian, outlining the reason for an absence to the Year Head before the beginning of class.

### **11. Bullying**

Bullying is an offence against the dignity of the person. Please refer to The Anti-Bullying Policy on our website: [www.stmc.ie](http://www.stmc.ie)

### **12. Games and Extra-Curricular Activities**

Representing St. Michael's College in any activity is an honour and brings responsibilities. Students must adhere to the College's Code of Behaviour at all times. Behaviour on and off the pitch must be exemplary.

- Students should wear the uniform appropriate to the activity and games gear should be clean and neat.
- Students who fail to turn up for an activity without prior notice will be placed on Saturday detention.
- The notice given should be adequate to allow the person in charge to make alternative arrangements.
- Participation in extra-curricular events should take precedence over personal activities
- If students attend any sporting event off campus in which our school is participating, exemplary behaviour is expected by all those attending and the normal code of school behaviour applies.

### **13. Mobile Phone Policy/ iPads/School Computers or Personal Devices.**

Mobile phones have become a powerful source of communication and learning. While restrictions to their use must apply in a variety of circumstances – meetings, classrooms, assemblies etc. Teachers may encourage the appropriate use of mobile phones in pursuit of learning, in classrooms and other learning settings within the school.

Students who have access to iPads will not use mobile phones for educational purposes. iPads are for educational use only. Teachers of students without iPads may encourage the appropriate use of mobile phones in pursuit of learning, in classrooms and other learning settings within the school.

#### **Restrictions on the use of Mobile Phones**

When students bring a mobile phone to school, the phone must be switched off during class times and kept in their lockers unless otherwise directed by teachers to bring them to class for educational purposes.

If a phone rings or makes the sound that a message has just been received, then the phone will be confiscated.

If a student is using a phone or iPad without permission in class or in the school building for any reason, the device will be confiscated and given to one of the Deputy Principals, who will have the discretion to hold the phone for up to one week. Parents / Guardians will be informed of the incident and a date for return of the phone will be agreed. After the period of confiscation is complete, the Deputy Principal will return the phone to the student.

No photographs or recording, either video or audio can be made on the phone while on the school premises without the school permission. Using a device in such a way can seriously infringe on people's privacy and rights and contravenes data protection law.

Incidents where students use a mobile phone/iPad to bully others by sending offensive message or calls, or indeed interfering with another student's device (also an invasion of a student's privacy) will be investigated under the School's Anti-Bullying policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

#### **14. Harassment**

- St. Michael's College endorses the guidelines set out by the ASTI and the TUI with regard to sexual harassment in respect of:
- Unwanted physical or verbal advances
- Unwanted touching or physical gestures
- Comments and remarks of a sexual discriminatory nature
- Unwelcome comments about physical appearance
- Displays of inappropriate pictures or drawings of an unacceptable nature.
- Any form of harassment of any member of staff by another member of the school community either inside or outside of the school will be dealt with by the College Board and may lead to the permanent exclusion from the school.

#### **15. Code of Conduct for attending Cup Matches**

- All students must be on the stand
- All instructions given by both staff and cheer leaders must be followed.
- Under no circumstances should pushing and shoving take place, so as to avoid serious injury to any students. Cheering should always be supportive and respectful.

- Strict silence should be observed while all kicks are being taken by both teams. Injury to an opposition player should not be a cause for celebration.

Any pupil who is in breach of the above guidelines will be firstly asked to leave the grounds, before it is then dealt with as a disciplinary matter on return to the school. The normal Code of Behaviour applies to all students travelling to the game, attending the game and travelling from the game.

**16. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID - 19 in the school**

<b>Standards of Behaviour expected of students</b>
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Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard students should:
  - cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
  - cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
  - keep contaminated hands away from the eyes and nose
  - carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
  - not spit or deliberately cough or sneeze at or towards any other person in the school
- not sharing materials or stationery, such as pens, calculators, rulers, *etc.* with other students;
- not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice
- not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice;

- not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice
  
- telling a teacher or other member of staff where a student feels unwell at school. In that regard
  - the student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.
  - parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
  
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

**Note** – schools should review the above list and adjust or add items where necessary having regard to its own particular circumstances



## 17. Responding to inappropriate behaviour

### Stage One:

The classroom teacher is responsible for dealing with issues at Stage One. The following options are available:

- Reprimanding the student
- Communicating with home
- Assigning extra written work
- Administering weekday detention.

The teacher has recourse to the issuing of a discipline slip (or email to the Year Head) for any of the following breaches of school rules:

- Not wearing full school uniform
- Eating on corridors or in class or other unauthorised areas (food may be confiscated by teachers)
- Punctuality problems, unauthorised use of Mobile Phone in class.
- No homework
- No homework journal
- Misconduct in class

Any three discipline slips (or emails to the Year Head) in one week merits Saturday detention. Any five discipline slips in one term will also merit Saturday detention. Parents will be notified where this occurs.

### Stage Two:

In incidence where the class teacher and Year Head deem that more serious action is required the following additional sanctions are available to the Year Head:

- Placing the student on "Report" for a specific period
- Placing the student on Saturday morning detention
- Any other action deemed appropriate by the Year Head.

Parents are advised when above sanctions are being imposed.

### Stage Three:

For further breach of school rules, the Year Head will report the student to the Deputy Principal. Parents will be required to meet with the Year Head and Deputy Principal where further sanctions can be imposed. Where students receive two detentions in one term, they will automatically proceed to Stage Four.

**Stage Four:**

In situations where extremely serious or persistent incidents continue, the Deputy Principal will refer the matter to the Principal or to the Discipline Committee (Principal, Deputy Principal and Year Head). The Principal may impose a suspension and inform the Board of Management of same. The Discipline Committee is a sub-committee of the Board of Management. The Committee through the Principal has the right to recommend to the Board of Management sanctions including expulsion.

**Stage Five:**

Upon referral, the Board will hear the case as presented by the Principal and the sanctions recommended. Fair and reasonable time will be given to parents and their son before being asked to appear before the Board. The Board reserves the right to recommend expulsion of a pupil in the interest of the health and safety of students and staff. Parents have the legal right under the 1998 Education Act to pursue a "Section 29" Appeal.

Depending on the seriousness of the breach, any one or more of the above stages may be bypassed by Senior Management, bringing a student directly to Stage Four or Five of the school's discipline procedure.