



## **CODE OF BEHAVIOUR**

**MOUNT CARMEL SECONDARY SCHOOL**

**KING'S INNS STREET**

**DUBLIN 1**

**D01W657**

## **PREAMBLE**

Our School Mission statement sets out our values, aspirations, aims and our wish to provide a welcoming school for all. It emphasises how the richness of our school lies in each of our students in whom we have great pride. Our objective is to create an environment wherein positive behaviours and action will be recognised and rewarded rather than a focus on negative behaviour and the sanctions that flow there from.

However, despite our emphasis on the positive, negative behaviours sometimes occur and this document also seeks to set out in a clear way the consequences that flow from these.

## **OBJECTIVES**

The aims and objectives of our Code of Behavior are:

- To create a safe, secure learning environment for all our students.
- To promote a sense of mutual respect among all members of the school community.
- To promote, emphasise and affirm good behavior and self-discipline.
- To outline the expected standards of behavior for all members of the school community.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behavior.
- To have effective procedures in place that will allow for the day to day running of the school and which meet the demands of current legislation.
- To outline the strategies to be used to prevent and discourage unacceptable behavior.

## **POSITIVE BEHAVIOUR/AFFIRMATION OF GOOD BEHAVIOUR**

The principle underlying our Code of Behaviour is the promotion of good behaviour. There are many ways in which good behaviours promoted and affirmed in Mount Carmel Secondary School. Staff, parents and students were surveyed about the school's Code of Behaviour. The following measures were agreed by staff, parents and students and now form part of the school's Code of Behaviour.

Stars in Journals (Junior Cycle only)

Positive Comments in Journals by Teachers
Positive Comments by Teachers in Copies
Positive Comments by Teachers in Reports
Positive Postcards sent home
Prizes & Certificates at prize-giving
Young Achievers Awards (annual awards organised by Home School)
Exhibitions of student work
Whole class rewards
Student of the Year (one in each year group)
Tutor Initiatives
Positive Behaviour recorded on VShare

Management and teachers acknowledge and affirm good behaviour in other ways, including the following:

- Selection of student for leadership role i.e. Class Captain or Vice Captain, Head Girl or Deputy Head girl, Student Council member.
- Selection of student to represent the school in public events.
- Privilege of travelling on educational tours, either national or international.
- Participating in treats or privileges.

### **SUPPORT SYSTEMS FOR STUDENTS**

Mount Carmel Secondary School promotes a support system for students to assist them in achieving their potential in this school. This support system also promotes good behaviour in all the students. The following form part of this school's support system for students:

- Subject teachers
- Tutor System
- Year Head System
- Guidance Counsellor
- Management's 'Open Door' policy for students before, during and after school
- Home School Community Liaison
- Pastoral Care Workers
- School Completion Programme

- Special Needs Assistants
- Resource Teachers -Curriculum support
- English as an additional language teachers
- Small class groups/withdrawal of students
- Pastoral Care System
- Prefects
- Teacher mentors
- Junior Cycle Schools Programme/Library
- Life Skills Workers

### **EXPECTED STANDARDS OF BEHAVIOUR**

The expected standards of behavior for all members of the school community are as follows:

- Respect for self and others
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving difficulties and conflict
- Forgiveness
- Attending school regularly and punctually
- Doing one's best in class
- Taking responsibility for one's work
- Keeping the rules
- Helping to create a safe, positive environment
- Respecting staff
- Respecting other students and their learning
- Participating in school activities

### **SCHOOL RULES**

- All students must adhere to the Code of Behaviour
- Fighting or engaging in any behavior that endangers oneself or others in school is considered a serious offence. Please see Appendix A.
- Any behaviour pertaining to bullying will be dealt with as a serious offence according to our anti-bullying policy.
- No chewing of gum or energy drinks are allowed in the school grounds
- Students may not bring inappropriate reading material, fireworks, lighters, aerosols, e-cigarettes (vapes), weapons or illegal substances to school

- **1<sup>st</sup> , 2<sup>nd</sup> , 3<sup>rd</sup> ,Transition Year students:** Mobile phones or other unauthorized electronic devices must be switched off before entering the school grounds and placed in the students' locker. Unauthorized devices and mobile phones, including the sim card will be kept by Principal for a minimum of 3 days as per the confiscation time for mobile phones. Length of confiscation time will be increased for repeat offences.
- **5<sup>th</sup>, 6<sup>th</sup>, LCA 1 & LCA 2 students:** Mobile phones or other unauthorized electronic devices must be switched off before entering the school grounds and placed in the students' school bag. Use of personal devices is under the strict instruction of a class teacher for the purpose of Learning, Teaching & Assessment. The Bring Your Own Device Policy applies. Unauthorized use of devices and mobile phones, including the sim card will be kept by Principal for a minimum of 3 days as per the confiscation time for mobile phones. Length of confiscation time will be increased for repeat offences.

**Confiscation Time for Mobile Phones**

Phone Confiscated on:	Phone returned on:
Monday	Thursday
Tuesday	Friday
Wednesday	Friday
Thursday	Monday
Friday	Monday

The vending machine/ canteen may only be used before and after school and at break times. These facilities may not be used in between classes.  
Each student is responsible for cleaning the space where they eat their lunch

**A list of serious offences and the sanctions applying to them is listed in Appendix A.**

## **CODE OF BEHAVIOUR PROCEDURES**

Each student is expected to adhere to the Code of Behavior. Each student and their parent(s) are requested to sign this Code of Behavior.

The Code of Behaviour was agreed between Parents, Teachers, Students and the Board of Management. The Board of Management may be involved in this procedure at whatever stage is deemed appropriate.

There are six stages which apply. The purpose of these is to help the student improve her behaviour and avoid the next stage.

### **The stages are set out in Appendix C**

#### **ABSENTEEISM**

If a Student is sick or absent:

- Parents should inform the school via the app or alternatively phone the school before 8.40 a.m.
- An explanation for absenteeism must be provided via the app or a written brought in on the day the student returns after being absent and given to the year head. Blank printed notes are available at back of the Student Journal.

Steps the school will take regarding absenteeism:

- A roll is taken by teachers during every class to record absences. If no phone call or app notification is received by the school regarding a student's absence, an SMS text will be sent or a call may be made to the parent to make enquiries about the absence.
- After a total of 15 days absence the Principal sends a letter to the parent.
- After 20 days absence the National Education Welfare Board is notified.
- The Principal may send a further letter outlining the actual number of classes missed by a student.
- The number of days missed is recorded on a student's term report.

#### **PUNCTUALITY**

- The school opens at 8.00am every morning and classes begin punctually at 8.40 a.m.
- Our breakfast Club opens at 8.10am and students may help avail of tea, coffee, toast and fruit, all of which are free of charge.
- Students who arrive late must sign-in in the Late Book (inside the hall door) when they arrive
- Punctuality is taken very seriously. Coming to school late on a regular basis will be treated as a discipline issue and recorded on VS Ware.

#### **STUDENTS' PROPERTY**

- Each student is responsible for their own personal property.
- Every student must have their own locker with a padlock.
- The management accepts no responsibility for the loss of personal property and money. Books are to be locked in lockers each evening (unless taken home for homework or study).
- Money and other valuables are to be kept on one's person, NEVER in school bags or coat pockets. It is advisable in the case of a large amount of money to hand it into the office for safe keeping.
- All students must respect school property and this includes school books and school devices. Graffiti and vandalism are considered a serious offence. See Appendix A.

## **STUDENTS' PERSONAL APPEARANCE**

Students should remember they represent their school when they are in uniform.

School is seen as training for the workplace in regards to having an appropriate sense of dress.

Every student must wear full uniform as on the uniform list.

- The school jacket must be plain black or navy and should be worn en route to and from school.
- Neck scarves are not allowed to be worn in school. Any hijab must be plain black/navy.

Tracksuits may only be worn on days where PE is on the timetable or if a student is involved in an after-school sports activity.

We expect a high standard of personal hygiene and grooming appropriate to school girls.

Hair styles must be appropriate to school. Hair may be dyed but only natural hair colours will be allowed.

In relation to jewellery, only one ring and one pair of stud ear-rings are allowed to be worn. No facial piercings are allowed.

Students are not allowed to wear make-up during school hours with the exception of Senior Cycle students who may wear discreet make-up.

- Having or using aerosols in school is not permitted.

Only flat black or navy shoes are permitted. Runner or boots are not acceptable. Students are reminded that they represent the school while in school uniform.

**The Sanctions for Uniform Infringements are set out in Appendix B**

## **STUDENT JOURNAL**

- The student journal must be brought to school every day and taken to every class, where they will be inspected weekly by tutors.
- The journal should be used to record what was studied in class and any homework, written or learning, that was given by teachers
- Students are not allowed graffiti anywhere on their journal.
- Parents are required to sign the journal once a week
- Parents are required to use the school app or the notes at the back of the student journal to communicate with the school re absences or any other concerns/issues

## **ESSENTIAL CONTACT PHONE NUMBER**

- It is essential that the school has a contact phone number where a parent/guardian can be contacted during school hours. The school cannot take responsibility if the number given is incorrect or no longer in use.
- If students are ill, the school will phone a parent/guardian to come and collect them. In the event of an emergency where the student must be brought to hospital, parents/guardians will be informed as soon as possible
- The school also uses these contact numbers to inform parents if the school has to be closed for weather reasons, so it is essential the numbers are kept up to date.
- The school also uses these numbers for the texting system in general and the school app.

## **SUSPENSION**

All suspensions are imposed by the Principal and notified to the Board of Management.

Automatic suspension ensues for smoking/vaping or the use of drugs or alcohol. This may be followed by further sanctions in the case of drugs or alcohol.

The following infringements will also warrant suspension: leaving the school building without permission, using offensive language to a teacher, use of racist/sexist/homophobic language, vandalism, bullying or engaging in any behaviour that endangers oneself or others.

The Principal can impose a suspension of up to 3 days. Anything above this must be brought to the Board of Management

Where a suspension is for longer than three days, the Principal will decide:

- To allow the student back on probation, or
- To continue the suspension for another period if agreed by the Board of Management or
- To request the Board of Management to impose conditions for the student's return or
- Subject to the approval of the Board of Management, to request the parents/guardians to withdraw the student from the school or



- To ask the Board of Management to consider a refusal of re-registration or
- To request the Board of Management to expel the student.

If a student's behaviour involves repeated suspensions, such a student, with their parent(s)/guardians may be interviewed at a disciplinary meeting which may consist of a Year Head and the Principal or Deputy Principal. At this interview the student and parent will be clearly and formally warned by the Principal or Deputy Principal that, should the student's behaviour not improve, the Board of Management will be asked to review their continued presence in the school. Section 29 of the Education Act 1998 gives parents and students who have reached the age of 18, the right to appeal suspension for a period which would bring the cumulative period of suspension to 20 school days in any one school year, to the Secretary General of the Department of Education.

Parents will be informed in advance of the suspension.

Suspension/Exclusion may be automatic following a very serious offence, irrespective of the stage the student may have reached in the disciplinary procedure.

## **EXPULSION**

Expulsion, the most serious disciplinary sanction, will be resorted to for gross misconduct, the use and sale of forbidden substances, including drugs and alcohol, sexual harassment and other serious breaches of the school code.

If it is proposed to expel the student, Mount Carmel Secondary School will notify the Education Welfare Officer, in accordance with the requirements of the Education Welfare Act (2000).

The parents will be given the opportunity to meet with the Board of Management, to hear the complaints against their child and to give their response to the Board of Management.

The parents if they wish, may bring a representative with them to this meeting.

In the event of a student being expelled, the student (if over the age of 18 years) or their parents (if under 19 years of age) shall have the right to appeal the decision to the Trustees and under section 29 of the Education Act, 1998, to the Department of Education.

Furthermore, a student shall not be expelled from the school before the passing of 20 school days following the receipt of notification by the Education Welfare Board, as stated above.

The Board of Management reserves the right to take such other reasonable measures as it considers appropriate to ensure that good order and discipline are maintained in the school and that the safety of students and staff is secured.

Any of the above sanctions, or a combination of them, may be implemented depending on the gravity of the offence.

### **IMPLEMENTATION**

All registered students and their parents will receive a copy of the official Code of Behaviour of our school. All parents and students will be requested to sign this Code of Behaviour.

The Code of Behaviour is also available from the school upon request.

When a major review is carried out, the resulting amended Code of Behaviour will be circulated to all the stakeholders.

### **RATIFICATION**

This Code of Behaviour was devised in consultation with the students, parents, staff, management and Board of Management of Mount Carmel Secondary School. The process began in October 2009.

This policy was originally approved by the Board of Management on the 13<sup>th</sup> March 2012. It was revised by the BOM on 7<sup>th</sup> April 2014.

The document was further revised in October/November 2016 and ratified by the Board of Management on 28<sup>th</sup> November 2016.

The document was again revised in March 2022 and ratified by the Board of Management on 31<sup>st</sup> May 2022.

The document was further revised in April 2023 and ratified by the Board of Management on 16<sup>th</sup> May 2023.

### **MONITORING OF POLICY**

This policy was drawn up in consultation with the parents, students, staff and management of our school.

Any amendments which need to be made will be in keeping with the general philosophy of our Code of Behaviour and will be communicated to the members of our school community.

A major review will be carried out no later than five years after the date of implementation and will involve consultation with the parents, students, staff, management and the Board of Management of our school.

## APPENDIX A

<b>SERIOUS OFFENCES IN SCHOOL</b>	
<b>SERIOUS OFFENCES</b>	<b>SANCTION</b>
Fighting or engaging in any behavior that endangers oneself or others in school	Parents will be invited to the school to meet with the Principal. It may result in suspension and/or expulsion. Gardai will be informed where appropriate.
Smoking/vaping in school or in school uniform during school hours/school activities	Will result in one day suspension. Parents will be informed.
Vandalism or damage to school property or property of others	The student must make good the damage, this may result in student cleaning, repairing or paying for damaged item(s). It may result in suspension and/or expulsion. Gardai may be informed.
Having offensive / inappropriate materials in school	These will be confiscated by staff and parents will be requested to attend a meeting in school and may result in suspension.
Using offensive or vulgar racist/sexist/homophobic or bad language in school.	Will result in one day suspension.
Abusive and/or threatening language audibly directed at a member of Staff	This will result in suspension of up to two days.
Leaving the school building without permission.	This will result in a one day suspension. Length of suspension will be increased for repeat offences.
Bullying	Sanctions will be as outlined in the anti-bullying policy (check anti-bullying policy)
Disruption of teaching and learning	Sanctions will be as outlined in the Code of Behavior Procedures itemised below.
Taking drugs or being in a drugged state in school; Supplying drugs in school; Taking alcohol to	This is regarded as a very serious offence, it will result in suspension and/or expulsion. Gardai may be informed.

school/Drinking alcohol in school/being under the influence of alcohol in school	
--	--

## **APPENDIX B**

<b>UNIFORM INFRINGEMENTS</b>	
<b>INFRINGEMENT</b>	<b>SANCTION</b>
No tie	Must hire one for €1
Incorrect shoes	Must wear a pair supplied by school
Incorrect Uniform	Parents will be phoned and students will be sent home to get the correct uniform

## **APPENDIX C**

### **CODE OF BEHAVIOUR PROCEDURES**

Behaviour is monitored on VSware by the Year Head. A number of warnings will be given before a student begins Stage 1 of the Discipline Ladder.

#### **STAGE 1: Repeated misconduct – Letter One to Parent(s).**

Student's behaviour checked on Behaviour Management Card 1.

#### **STAGE 2: Continued misconduct – Letter Two to Parent(s)**

Student's behaviour checked on Behaviour Management Card 2.

#### **STAGE 3: Further serious offences – the student is referred by the Year Head to the Deputy Principal.**

Letter is sent to Parent(s) and parents asked to come in and discuss the behaviour with the Deputy Principal

#### **STAGE 4: Further serious offences – the student is referred by the Deputy Principal to the Principal. The Principal will contact the Parent(s).**

Student will be asked to remain at home until parent attends meeting the Principal.

Student will be suspended for a period of up to one week. The Board of Management authorises the Principal to issue a suspension up to 3 days


**STAGE 5: Further serious offences – Principal will contact Parent(s). Student will be asked to remain at home until parent attends meeting with Principal.**


Student will be suspended for a period of up to two weeks.

**STAGE 6: Further serious offences will be referred to The Board of Management and may result in exclusion of student.**

From then on, Parent(s) will communicate with the Board of Management.

**NOTE:** Five negative comments on a Behaviour Report Card will result in an automatic entry on VShare which will move the student towards the next stage.

  
16/5/2023  
Chairperson of BOM.

  
16/05/2023  
Principal