



Positive Behaviour Code for Sancta Maria College

The Code of Behaviour has four elements:

- Expectations of Behaviour
- Rewards and Affirmation
- Some School Rules and Practices
- Discipline Code

EXPECTATIONS OF BEHAVIOUR

Being an educational community means that:

1. Every person in the College community contributes to the culture of learning; collaboration and participation are experienced and practised in the school.
2. The progress of each student is important. It is supported as much as possible within the parameters of College resources and within the partnership of Board of Management, staff, students and parents.
3. Students are encouraged to be aware of their own learning strengths and needs.
4. Students are encouraged to recognise their different gifts and to share their talents with others.

Respecting every person in the College community means:

1. Recognising and affirming achievements and efforts
2. Presenting oneself with care and a groomed, neat appearance
3. Being supportive & understanding of, and helpful towards, others, especially when they are having difficulties
4. Being forgiving – restoring communication and rebuilding relationships after misunderstandings and disagreements

Caring for others means caring for the environment by:

1. Taking pride in, caring for, and reporting damage to, the grounds, buildings, furniture, equipment, etc.
2. Respecting the personal belongings of others

REWARDS AND AFFIRMATION

The College emphasises rewards more than sanctions. We aim to build a culture of growth and development through affirmation of talent and effort. We recognise that each student

has different capabilities and talents. We try to offer support and guidance to students experiencing difficulties.

The College seeks to reward students for consistent effort and participation, academic achievement, sporting achievement and any curricular or co-curricular achievement.

Students are rewarded by affirmation and encouragement, by commendations in **Journals**, at assembly, in the newsletter and with awards & prizes.

The best reward is a stress-free learning environment where each person feels valued and at ease.

SOME SCHOOL RULES AND PRACTICES

1. Students must be respectful and courteous to other students, to all staff and visitors at all times.
2. Students must be in school early enough to be ready for first class at 8:30 a.m. Late arrivals report to reception where their journal will be stamped with the 'Late Stamp'.
3. Students must have their Journal, books, homework and equipment ready for each class and be punctual for every class throughout the day.
4. Once class has commenced, students are expected to participate in their learning and may not:
 - Interrupt the learning of other students
 - Eat or drink or leave the classroom without teacher permission
5. After absence from school, a student must bring a signed Journal Note giving the reason for her absence to the Tutor or Deputy Principal, as the College has an obligation to report to the Child and Family Agency on student absences.
6. If a student in school becomes ill, she must report to the Deputy Principal and her parents will be contacted through the school office. Junior Cycle students will be permitted home only in the company of a parent/guardian. When the parent arrives, the student swipes out using their Student Card before departure.
7. If parents wish for a student to leave the school for an appointment, the student must bring a signed Journal Note and show the note to her Tutor, Year Head or Deputy Principal. The Tutor signs the note before the student leaves the school; the student brings the note to the Deputy Principal and swipes out using their Student Card. **Immediate contact from home is essential for a student who may go home at lunch and not return; a written explanation for this absence must follow.**
8. Students must wear the correct uniform to/from school and in school. Students must bring the correct P.E./sports uniform to school to change for Physical Education class on timetable days. Sports t-shirts and runners must not be worn with the school uniform. An incorrect item of uniform, such as an incorrect outdoor jacket or runners, may be confiscated for the remainder of the term. Parents/Guardians may be contacted if students are in incorrect uniform.
9. Students who have permission to leave the school at lunchtime or who are going on a school visit to, for example, a careers event, must wear the correct school uniform.

Students not in correct school uniform will not be permitted to go on visits/ excursions. Full P.E. uniform is required for all sporting events.

10. Only accessories that are suitable with the school uniform may be worn. These include just the following items of jewellery: one plain watch; one fine-chain necklace; small studs or small hoop earrings (limit two per ear); two simple, narrow bracelets; and three small, narrow – not bulky – rings. Other jewellery will be confiscated for one week. The piercing of ears for two small earrings is the only body piercing permitted. False nails (includes gel nails) are strictly forbidden. Only light/subtle make-up is acceptable.
11. Extreme hairstyles/shaven hairstyles or extreme/unnatural colouring, deemed inappropriate by the School Management, are not permitted.
12. Mobile phones must be turned off and stored in locked lockers from 8:30am to 3:45pm i.e. throughout the school day. Any mobile phone switched on at other times will be confiscated for **five school days**; the phone may be collected from the office only by a parent or guardian. The use of a camera, or the camera feature of a mobile phone, is strictly prohibited in the interest of safety and protection of students.
13. Students are not permitted to smoke in the College buildings or grounds. Signs around the school indicate that it is illegal to smoke in College buildings or on school grounds. Reports to the College regarding a student smoking outside the College grounds in school uniform will be forwarded to parents.
14. Personal music/entertainment equipment may be used just at the morning break and at lunchtime. At all other times, these items must be switched off and kept out of sight during the school day. The use of mobile phones for this purpose is not permitted.
15. From September 2017, all students must use their I.D. Cards to register their attendance as they enter the College. Students must 'swipe' the identification card at one of the portals installed for this purpose. Students' attendance and punctuality will be recorded using the I.D. Card. Students cannot enter or leave the school premises **during the school day** without swiping this registration card. Swiping is not required at the end of the school day.
16. A 'one-way' system will apply when using the stairs in the new wings
 - Students must go up the stairs near the main entrance and come down the stairs at the far end of the building.
 - Students must hold the hand rail at all times
 - Students must not run on the stairs

STAGE 1

STUDENT BEHAVIOUR	STAFF MEMBER	CONSEQUENCES
Student does not have Journal, books, copies, equipment or homework in class	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning • Inform parents via Student Journal, or phone, if no Journal available • Ask student to move seat in classroom
Student is late for class	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning • Take a record • Inform parents via Student Journal
Student loses Student Journal	Teacher	Student purchases replacement Journal
Student is chewing gum, eating or drinking in class	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning • Inform parents via Student Journal
Student in breach of rules around uniform, piercings, nails and makeup	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning • Confiscate incorrect item of uniform until end of term • Withdraw student from class • Contact parent to make arrangement for student to be in correct uniform. • Send student to office for correct item
Student is wearing jewellery that is not included in the jewellery list in the policy	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning • Confiscate the jewellery until end of term
Student found in possession of mobile phone at any time throughout the school day	Teacher	Mobile is confiscated for 5 school days and collected only by a parent/guardian
Student causes first instance of behaviour that interrupts learning, such as talking in class	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning • Write note in Journal
Student speaks with disrespect to other student	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning, and • Encourage apology to person disrespected
Student in breach of safe use of stairs	Teacher	Teachers may: <ul style="list-style-type: none"> • Give verbal warning

STAGE 2

STUDENT BEHAVIOUR	STAFF MEMBER	CONSEQUENCES
Student persistently does not have Journal, books, copies, equipment or homework in class	Teacher	<p>Teachers may:</p> <ul style="list-style-type: none"> • Have a private word with the student at an appropriate time • Have a private word with her Tutor or Year Head to ascertain if there are any concerns regarding the student in question • Refer student for appropriate support • Give detention <p>The notification is signed by the parent/ guardian and given to the Detention Supervisor.</p>
<p>Student is persistently:</p> <ul style="list-style-type: none"> • being disruptive in class • misusing her Journal, eating, drinking or chewing gum in class • misusing stairs • in breach of rules around uniform, jewellery, piercings, nails and makeup 	Teacher	<p>Teachers may:</p> <ul style="list-style-type: none"> • Have a private word with the student at an appropriate time • Have a private word with her Tutor or Year Head to ascertain if there are any concerns regarding the student in question. • Refer student for appropriate support • Give detention • Refer the student to Year Head.
Student is persistently late	Teacher	<p>Teachers may:</p> <ul style="list-style-type: none"> • Have a private word with the student at an appropriate time • Have a private word with her Tutor or Year Head to ascertain if there are any concerns regarding the student in question – home/ family/social/educational • Refer student for appropriate support, e.g., Year Head/Guidance Counsellor/SEN Team • Give detention • Refer the student to Year Head.

STAGE 3

STUDENT BEHAVIOUR	STAFF MEMBER	CONSEQUENCES
Student does not arrive to do detention as arranged	Detention Supervisor	Parents contact the school by 11:00 a.m. on the day of detention to arrange an alternative detention date. If there is no contact from parents, the student may receive a record in the Conduct Book and parents are notified via the Student Journal .
Student receives three detentions	Year Head	Year Head makes a record in the Conduct Book and notifies parents via Student Journal .
Student is smoking on school grounds	Teacher	Teacher makes a record in the Conduct Book , and the student signs it, too. Teacher notifies parents via Student Journal .
Student is absent from class or leaves school without permission	Teacher	As Above
Student is persistently engaging in negative behaviour and making negative comments	Teacher	As Above
Student is persistently uncooperative	Teacher	As Above
Student refuses to hand up a mobile for confiscation	Teacher	As Above
Damage to property	Teacher	Depending on the severity of the damage, entry in the Conduct Book and returned signed notification. Student must repair the damage in some way. Serious damage is covered in Stage 4 below.

Serious disrespect to others	Teacher	Entry in the Conduct Book and returned signed notification. The student is encouraged to apologise to the person(s) who was (were) shown disrespect.
Student engaging in serious, disruptive behaviour	Teacher	Teacher may report student immediately to the Deputy Principal who may remove the student from class .
Student is persistently : <ul style="list-style-type: none"> Engaging in disruptive behaviour that prevents other students from learning Missing class or leaving the school without permission Refusing to engage positively with Discipline Procedures, e.g., while on Progress Report 	Teacher reports to Year Head Year Head	The Year Head may: <ul style="list-style-type: none"> Place the student 'on report' by which the student must have conduct card signed by a teacher at the end of each class for a nominated number of days Make an entry in the Conduct Book <ul style="list-style-type: none"> Make an entry in the Conduct Book
Any of the Stage 3 offences	Year Head	Year Head may contact the parents and request an interview to inform them of the documented misbehaviour of the student.
Student receives an entry in the Conduct Book	Teacher/ Year Head	Serious consideration will be given as to whether the student may join a trip (such as a ski trip), an activity or programme, or hold a position of responsibility.
Student receives 3 entries in the Conduct Book	Year Head	Year Head notifies parents that one more entry will result in a one-day suspension.

STAGE 4

STUDENT BEHAVIOUR	STAFF MEMBER	CONSEQUENCES
Serious misbehaviour, breach of any school rule or damage to property	All teachers report to the Principal or Deputy Principal	<p>Immediate contact with parents and withdrawn from classes for the rest of the day</p> <p>Suspension for up to 3 days</p> <p>Student must repair the damage in some way.</p>
Student engages in any illegal behaviour while engaged in any school activity within the school buildings or on school premises.	All teachers report to the Principal or Deputy Principal	<p>Immediate contact with parents and withdrawn from class or activity</p> <p>Suspension for up to 3 days</p>
Student makes unfounded or vexatious complaints about a teacher or any member of the school community.	Principal	Suspension for up to 3 days
Student makes serious, false allegations about a teacher.	Principal	Suspension – Return to school dependent on specific conditions
Ongoing misbehaviour resulting in 5 accumulated days of suspension	Discipline Committee – Year Head, Deputy Principal & Principal	<p>Meeting of Discipline Committee to review the behaviour and the record of the particular student</p> <p>Committee then meets parents</p> <p>Recommendations may include:</p> <ul style="list-style-type: none"> • Counselling + parent/ student signing a contract for good behaviour • Referral to the Board of Management as anonymous profile • Application to the Department of Education and Skills for a Special Needs Assistant for Student with Emotional/Behavioural Difficulties

STAGE 5

STUDENT BEHAVIOUR	STAFF MEMBER	CONSEQUENCES
Ongoing misbehaviour resulting in 15 accumulated days of suspension	Principal and Board of Management	The matter is referred to the Board of Management with all the documentation on the student. Parents are notified of the details, invited to attend the Board meeting and given an outline of future consequences including possible exclusion.
Major Serious Offence	Principal and Board of Management	Student is suspended pending a meeting of the Board . Parents are notified of the details and invited to attend the Board meeting . If the Board decides to suspend for 6 consecutive days, a report is sent to the Child and Family Agency .
Accumulated suspensions of more than 20 days	Board of Management	Parents invited to attend Board meeting . Board considers options as to what is best for the student and other students in the College, up to and including exclusion . In the event of exclusion , the Board notifies the parents of their right to appeal within 42 days. A report is sent to the Child and Family Agency .

POSITIVE BEHAVIOUR CONTRACT

I have read through the Sancta Maria College Positive Behaviour Code and understand that it will help me to have a positive school experience throughout the year.

I agree to adhere to the Sancta Maria College Positive Behaviour Code and agree to the consequences should I fail to do so.

Student Signature :

Date:

Parent/Guardian

Date:

Signature:

The Sancta Maria College Code of Behaviour was reviewed during the 2013/2014 school year and renamed the Positive Behaviour Code.

The Positive Behaviour Code was adopted by the Board of Management on: Tuesday, June 3rd 2014.

The Policy was then signed by:

John Shortt

Chairperson of the Board of Management

Gerardine Kennedy

Principal