

**Maryfield College, Glandore Road, D.9**

**CODE OF BEHAVIOUR**

**Ratified by the Board of Management on September 19<sup>th</sup> 2012**

**INTRODUCTION**

Under section 23 of the Education (Welfare) Act 2000, the Board of management of each school must prepare and make available a code of behaviour for its students. The Act requires that the school code of Behaviour is prepared in accordance with Guidelines issued by the National Educational welfare Board (NEWB). The Code of Behaviour applies to all students who are registered at Maryfield College and applies to all school activities.

Maryfield College is a Catholic school for girls under the Trusteeship of the Le Cheile Schools Trust. It was established in 1945 by the Cross and Passion Sisters

**MISSION STATEMENT**

We acknowledge that it is through our relationships with others that we grow to our full potential. Therefore we aspire to create an educational environment where pupils come to learn and to understand themselves, their abilities and their world. In this environment they are taught to take responsibility for themselves and for their behaviour.

We, in the school community, are guided by the teaching of Jesus, who urged us to love God and one another as oneself, as a way of life that would bring us to self-fulfillment.

We teach and learn respect for one another and our world, accept our differences and acknowledge our interdependence. In doing so, particular attention is paid to those in most need of our help.

Maryfield College as a teaching and learning community recognises the interdependence of management, teachers, pupils and parents in the process of forming happy, secure, well-educated and productive young people.

The school endeavours to ensure that it provides:

a healthy balance between academic, social and spiritual  
development

an environment that is welcoming and friendly, where a caring relationship is evident between staff, parents and pupils, where each one is accepted, respected and appreciated

a value system that embodies the teachings of Christ, based on the Christian ideals of freedom, truth, love, justice and self-discipline

## **RATIONALE**

The aims of the Code of Behaviour are:

- To create a safe, secure teaching and learning environment for all by promoting a sense of mutual respect amongst all members of the school community.
- to ensure that effective procedures are in place, which allow for the day to day running of the school whilst complying with all relevant legislation as well as Department of Education and Science requirements.
- to facilitate the appropriate involvement of all school personnel
- to ensure understanding by the parents, students, staff and management of Maryfield College of the Code of Behaviour, the reasons for it, as well as each person's responsibilities in relation to its implementation.
- to promote and acknowledge positive behaviour.
- to outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged and supported.
- to outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
- to outline the interventions to be used when a student repeatedly misbehaves

## **ROLES AND RESPONSIBILITIES**

Roles and responsibilities for pupils

Maryfield College, expects that students will uphold the Code of Behaviour thereby maintaining a friendly, polite, orderly and respectful atmosphere in Maryfield College. Pupils by their conduct create and maintain this atmosphere. A positive teaching and learning environment depends on pupils taking responsibility for organising their work and reaching their full potential.

Standards of pupil behaviour should reflect values such as:

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

It is expected that pupils will be fully committed to school. This commitment includes:

- Attending school regularly and punctually
- Doing one's best in class
- Taking responsibility for one's work, homework, books and materials
- Keeping the rules and following instructions
- Helping to create a safe, positive environment
- Respecting staff
- Respecting other students and their learning
- Participating in school activities
- Abiding by the uniform policy
- Being loyal to the school and its values both in and outside school and on social media

### **Roles and responsibilities for Parents**

Maryfield College acknowledges the pivotal role of parents and guardians in the development and operation of the Code of Behaviour. It is an expectation that all parents and guardians support the Code of Behaviour and actively encourage their daughters to uphold it.

### **Roles and responsibilities for Staff**

Maryfield College acknowledges the contribution of all staff (teaching and non-teaching) in the day-to-day running of the school. Each member of staff has a part to play in the successful operation of our Code of Behaviour. In particular, staff has a responsibility to respond to and report incidents of misbehaviour and affirm examples of positive behaviour and to be constantly aware of the influence of positive role-modeling.

Teachers are professional educators. They model appropriate behaviour by creating the atmosphere in which learning takes place. This atmosphere is a product of good preparation, organisation and knowledge of the subject being taught. Kindness, fairness and calm authority are fundamental qualities in a teacher.

Teachers are aware that they are important role models and can draw out the best in their pupils through praise, encouragement and an engagement with their welfare.

Maryfield College is strongly committed to the welfare of pupils through the Pastoral Care system. A team comprising Year Heads, Tutors, Counsellors and Senior Management is responsible for the care of all pupils. The Code of Behaviour operates against a backdrop of a deeply embedded Pastoral Care system.

Teachers support positive behaviour by

- Ensuring that pupils have a clear understanding of the school rules and class rules, paying particular attention to those pupils with special educational needs.
- Delivering the SPHE and RE programmes which re-enforce positive behaviour
- Supporting pupil involvement and leadership through the prefect system and the student council
- Recognising and rewarding good behaviour
- Supporting the Pastoral Care system

### **Roles and responsibilities for Board of Management**

The Board of Management is responsible for the ratification and implementation of the Code of Behaviour.

## **SUPPORTING POSITIVE BEHAVIOUR**

**Rewards:** A basic teaching principle in Maryfield College is in that: 'Praise works better than criticism'. Feedback in the form of 'thank you', 'well done' etc. and expressed in a genuine way has been shown to be the most effective extrinsic motivator for pupils to learn.

Rewards for good behaviour take the form of:

- Verbal praise in private, in class or in assembly
- Written praise in journal
- Phone calls or texts to parents/ guardians
- Display of pupil work on corridors and in classrooms
- Display of photographs

- Acknowledgement in newsletter
- Recognition in website
- Awards for good attendance
- Awards for punctuality
- Year Group commendations awarded twice a year for pupils who have made huge improvement and/or who consistently work hard.
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## **RESPONDING TO INAPPROPRIATE BEHAVIOUR**

Staff responses to inappropriate behaviour are proportionate to the seriousness of the behaviour and the age of the pupil. Sanctions are used by staff to help pupils learn about unacceptable behaviour, to help them understand that there are consequences for their actions and to help them learn from their mistakes. Early intervention with low level misbehaviour usually ensures that it does not become more serious.

### **1 Low Level Disruption in the Classroom**

In the classroom the teacher is responsible for the discipline in his/her classroom. The classroom teacher sets out his/her expectation of appropriate behaviour and is responsible for creating the environment for teaching and learning.

Low level disruption includes:

Failure to do homework

Failure to bring correct books and other materials

Inattentiveness

Distracting others by talking

Talking out of turn

Not having correct uniform

Chewing gum

Failure to follow the teacher's instructions

Failure to complete class work

Interfering with another student for example asking to copy their work

## **Ladder of Referral**

**Step One:** Teachers use the following sanctions in classrooms: give verbal warnings, assign extra homework, rearrange seating, and/or send note to parents via school journal. The teacher keeps a record of all inappropriate behaviour. The teacher may speak with the Class Tutor at this stage to initiate a pastoral approach to the inappropriate behaviour. (see section on Sanctions)

**Step Two:** If the pupil continues to behave inappropriately, the teacher refers the matter to the Year Head by completing an Incident Sheet. The pupil is informed and asked to sign it.

**Step Three:** The Year Head speaks to pupil about her behaviour and warns her that an accumulation of incident sheets may result in after school detention. An accumulation of five incident sheets is considered sufficient for mention to be implemented.

**Step Four:** If the behaviour continues, the Year Head will recommend to Deputy Principal that the pupil be detained after school and a letter/text is sent to parents.

**Step Five:** If there is no improvement, the Year Head may put the pupil 'on report' for a specified time period. The Year Head will inform parents of the need for this action. The pupil must show the report sheet to the teacher at the start of each lesson and ask the teacher to sign the report sheet at the end of the class. The report sheet is to be signed by parents. After a specified time period of not more than two weeks, the situation is reviewed.

**Step Six:** If there is no improvement, Deputy Principal and Year Head will arrange a meeting with parents in school. Counselling services are offered and other agencies may be contacted. The pupil may be withdrawn from class for one day and suspended 'in house'.

**Step Seven:** If there is no improvement, the Deputy Principal will refer the matter to the School Principal. The Principal may decide to issue further detentions or to suspend the pupil from school for one day. (see Suspension Policy).

**Step Eight:** Frequent suspensions may result in expulsion. (see Expulsion Policy).

## **2. Low Level Disruption in the Corridors, Canteen, Toilets and Locker areas**

Teachers and Supervisors are responsible for ensuring good order and safety before and after school and at break and lunchtime.

The following are examples of Low level disruption (this is not an exhaustive list)

Shouting

Eating in areas where it is forbidden

Running

Skipping queues

Not showing for lunchtime cleaning duty

Littering

Not using correct bins

Not following instructions

More than one person in cubicle

Leaving bags in places where they are trip hazards

Leaving classroom in a mess

Teachers and supervisors may issue sanctions like verbal warnings, removal of dangerously placed bags, issuing extra cleaning duty. If this is not successful in bringing about an improvement, the teacher or supervisor follows the steps on the ladder of referral outlined above.

The school makes every effort through its Pastoral Care and Guidance systems to help the pupil address her behavioural issues. Each pupil begins the year with a 'clean slate'. However all records of past misbehaviour are kept on file and will be referred to in the case of a section 29 Appeal under the 1998 Education Act.

## **3 High Level/Serious Disruption**

The following are considered high level misbehaviour:

Refusal to follow an instruction given by a teacher or supervisor

Any behaviour or comment that threatens the good reputation of the school and the school community on social media

Any behaviour that endangers the safety of others

Absent from school without permission

Absent from class without permission

Leaving school without permission

Refusing to hand over a mobile phone/ipod to a teacher or supervisor

Smoking

Theft

Wilful damage to property including graffiti

Use of bad language

Verbal abuse of another pupil, teacher, supervisor, staff member

Physical assault of another pupil, teacher, supervisor, staff member

Fighting

Use of drugs, alcohol and other substances

Possession of drugs, alcohol and other substances

If a pupil engages in what is considered high level misbehaviour the minimum sanction imposed will be a full day's suspension. The school may impose a more serious sanction up to and including expulsion (see policy on Suspension and Expulsion)

Use of illegal substances and theft will be referred to Gardaí

## **SANCTIONS**

Sanctions are needed to help pupils see that there are consequences to their actions. The school endeavours to ensure that punishment imposed for unacceptable behaviour matches the seriousness of the misdemeanour. Repeated offences are treated more seriously than first time offences. Where possible, discipline issues will be resolved at an early stage. Staff will record misbehavior on 'incident sheets'. They will also keep a record of the actions taken to improve a pupil's behaviour. Pupils must be made aware of their poor behaviour and given time and opportunity to improve.

Sanctions may include:

Verbal reprimand

Lunch/break time cleaning i.e. sweeping canteen, school hall or locker areas, wiping tables

Withdrawal of concessions e.g. revoking of lunchtime pass

An item maybe confiscated and retained by the Deputy Principal or Year Head. The item will be returned to its owner at the end of the school day.

While a pupil is 'on report' she must report to her Year Head or Form Tutor before going home at the end of each day.



A pupil on 'class report' is obliged to ensure that each teacher marks her behaviour for that class period on a scale of 1-10. Improved behavior will be rewarded. The pupil will be praised for improved behavior.

Meeting with parents/guardians

Detention after school (parents/guardians are informed)

Suspension from class: a pupil is excluded from her normal classes and instead accompanies another teacher throughout the day.

Restriction of movement around school at lunchtime (a pupil may be asked to remain in the canteen at lunchtime or to report to a Year Head at a specified time)

Suspension from school (see policy on suspension)

## **SCHOOL RULES**

School rules and regulations are in place to safeguard the good of the individual and the whole school community and to ensure safety and good order within the school.

### **1. Punctuality**

All pupils must be punctual for school and for class. They are required to be present and seated in their form room for morning roll call by 8:45 and for afternoon roll call by 1:50pm. They are obliged to be on time for all subject classes during the day.

Pupils who are late for roll call or for class are requested to get a 'late slip' and report for lunchtime detention at 1.00pm. Failure to attend lunchtime detention results in notification to parents/guardians and afternoon detention at a later stage.

### **2. Lunchtime**

At lunchtime only senior pupils in possession of a lunchtime pass (authorised by parents and issued by the school) may leave the school grounds.

No pupil may be absent from school or class without permission.

Sanction: Any pupil absents herself from school or class without permission will be detained in school at a later stage. Repeated and/or serious cases of truancy will lead to suspension.

### **4. School absences**

When a pupil is absent from school she must, on return, provide her Form Tutor with a letter from her parent/guardian explaining her absence. This will be recorded.

All schools are obliged to report to the National Educational Welfare Board any pupil who has been absent for more than 20 days in one year. The school will send a letter of warning to parent/guardian of a pupil who is at risk of reaching 20 days. It is the responsibility of a parent/guardian to ensure maximum attendance.

### **5. Leaving School for appointments**

Parents/guardians must put in writing that they wish their daughter to leave school early. The date, the time of day and the nature of the appointment and a contact number should be stated in the letter. Pupils give the letter to their Form Tutor or roll caller. 5<sup>th</sup> and 6<sup>th</sup> Year

pupils are asked to present the letter to the Deputy Principal. Before she leaves the school the pupil completes all the details in the appointment book. Students may not leave the school without written permission from parent/guardians.

When a pupil is absent from school on school business (sport etc.) she is required to fill in the appropriate form before departure, seek permission from the teachers of the classes she will miss and give 'sports slip' to teacher at next roll call.

## **6. Pupils who are sick in school**

Pupils who are sick should tell their teacher at class time or tell the lunchtime supervisor if they are sick at lunchtime. They will then go to the front office to report their illness. Parents/guardians will be contacted. Parents must collect their daughter from school. Pupils must not leave without permission. Pupils are not permitted to make their own arrangements to go home by contacting parents on their mobile.

## **7 Mobile Phones**

Mobile devices such as phones /ipods may not be used by pupils in the school building or grounds during the school day.

If a student uses her phone, the phone will be confiscated and the student will serve a detention. The phone may be collected from the office by a parent/guardian. In this event the student will be allowed to make contact with home.

## **8. Smoking**

Pupils are absolutely forbidden to smoke anywhere within the school grounds, anywhere while in school uniform or on any activity associated with the school. Please note that under the [Tobacco Smoking Prohibition Regulations 2003](#) smoking is forbidden in enclosed places of work in Ireland.

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## **9. Drugs and Alcohol**

No student may possess, distribute, consume or be under the influence of alcohol or illicit drugs during school hours or during the course of any activity organised by the school.

Distribution of drugs or alcohol may result in permanent exclusion.

Any such illegal action will be notified to An Garda Síochána.

## **10. Good Order**

Students should walk, not run, on corridors and stairs and not engage in pushing, shoving or fighting or in any other activity that will endanger others or themselves according to the corridor system in the school

Students may not carry hot drinks or meals from the canteen with the exception of 5<sup>th</sup> year students eating in the assembly hall who may carry drinks across the courtyard.

Pupils should report any spillages or breakages to the nearest adult or prefect.

Accidents must be reported to the front office or failing that, to any member of staff. Details of the accident will be recorded in writing.

Cycling is not allowed on the school grounds.

### **11. School Uniform**

Pupils are requested to wear full uniform to and from school. PE uniform must be worn for PE classes. (see Uniform Policy)

### **12. Environmental Issues**

Corridors and lockers are to be kept clean. Eating is not allowed on the corridors or in the locker areas at any time. Rubbish should be sorted and placed in appropriate bins for re-cycling. Chewing gum is not allowed.

Writing on desks walls or lockers is strictly forbidden.

### **13. Lockers**

Pupils are expected to keep belongings secured in their lockers. As lockers are school property these lockers may be inspected, in the presence of the pupil, at any time.

## **POLICY ON SCHOOL UNIFORM**

This policy applies to all pupils of the school while they are in school and travelling to and from school.

### Rationale

Wearing the school uniform is a school rule. The uniform exists because it:

- Helps students to understand that socially acceptable dress codes exists
- Prevents competition
- Eliminates possible causes of bullying

Each pupil is responsible for ensuring that she is wearing the correct uniform and that it is clean and neatly presented. A parent support her daughter by ensuring that she wears the correct uniform and follows this policy in respect of jewellery, hair colour and nails varnish. Items of uniform must be clearly marked.

### School Uniform

- Low heeled or flat black walking shoes
- Official school jacket with crest
- Official school scarf
- Official Jumper
- Official skirt
- Blue open neck blouse

### PE uniform

- School tracksuit and white polo shirt.

- Suitable supported runners

A pupil's full name should be marked clearly on all uniform items, jackets should be stored in locker while at school.

### Jewellery, Hair, Make-up, Nail Varnish and general appearance

A pupil's uniform must be clean and neat. Jewellery must be kept to a minimum in keeping with the school ethos and dress code. Jewellery should be small, unobtrusive and not pose a hazard. Jewellery should therefore consist of one small ring, one pair of stud earrings and a watch. Large or long earrings are not allowed. Facial or neck piercing of any kind is not permitted. No visible tattoos are permitted.

It is expected that hair is clean and tidy. Hair that has been dyed an extreme colour is not permitted. Hair must not be shaved. The only exception is when student is undergoing medical treatment that results in hair loss or the necessity to shave hair. It may be requested that long hair is tied back for Health and Safety reasons. Make-up and nail varnish must be discrete but for some subjects it may be necessary to remove same. For health and safety reasons fingernails must not be excessively long. Artificial/synthetic nails/non removable polish (ie shellac) are not permitted.

Students, who for a serious reason, do not have the correct uniform, must have a written explanation, from a parent /guardian. Medical certs are required if a student has a medical condition that prohibits her wearing full uniform.

### Sanctions

Uniform is regularly monitored by Form Tutors, Year Heads and Deputy Principal.

Pupils in breach of these rules may be:

given an item of uniform to wear during the school day

be asked to go home to get full uniform

detained in school at a later stage.

Pupils who wear incorrect footwear to or in school maybe required to wear alternative footwear while in school.

All parents' notes are filed and a record is kept of infringements.

### **RECORDS**

Records regarding inappropriate behaviour are filed by Year Head and Deputy Principal. Pupils are told when a record is being made about their behaviour. Records are kept in accordance with the Data Protection Act 1988 and the Data Protection Amendment Act 2003.

### **MONITER AND REVIEW**

The school Code of Behaviour is periodically monitored and reviewed to ensure fairness and effectiveness to all members of the school community. This version of the Code was reviewed during the academic year 2012/13 by staff, Student Council and Parent's Association and Board of Management.

The Code of Behaviour is due for whole school review in 2014/15.

## SUSPENSION AND EXPULSION POLICIES

### **POLICY ON SUSPENSION**

Suspension is administered by the Principal (Deputy Principal in the absence of the principal) on behalf of the Board of Management.

The Principal of the school may suspend a pupil when:

#### **1. Other efforts have failed to bring about an acceptable standard of behaviour:**

Suspension will be used when all other efforts have failed. Written accounts of all ongoing efforts will be kept and parents will be informed. Finally parents will be asked to meet with the Principal to discuss the case. Following this meeting a decision will be made. When a decision to suspend is made parents will be informed in writing

#### **2. There have been serious breaches of discipline:**

In the case of other serious breaches of the code, a written account will be made on the Incident Report Sheet which will be dated and signed. The pupil will be asked to read and date and sign or to write her account and date and sign. Where there are witnesses to the event they will be interviewed and written statements made. The pupil may be removed from normal class if this is necessary but will be kept in a supervised situation. Parents/guardians are contacted and informed of misbehaviour and intention to suspend. The final decision to suspend will be made at a meeting with parents/guardians. The decision to suspend will be communicated in writing to parents/guardians. The letter will be delivered by hand or by registered post. Parents/Guardians will be informed of their right to appeal to the BOM for its consideration, the basis on which the decision to suspend was made.

#### **3. A pupil has been found smoking/loitering for a second time:**

In the case of the second incident of smoking/loitering the Principal informs the parents/guardians by letter of the incident and the date of the upcoming suspension.

### **Immediate suspension:**

In addition to the procedures for suspension above, there is a provision for immediate suspension:

A pupil may be suspended immediately as a result of physically aggressive, or threatening behaviour towards another pupil or physical or verbal abuse towards any member of staff including foul language.

Physical fighting between pupils may result in immediate suspension of up to three days. Having due regard for our duty of care once parents have been informed the pupil may be sent home from school. A written letter will follow and a formal investigation will immediately follow the suspension.

Under section 29 of the 1998 Education Act parents may appeal the suspension.

The Principal informs the BOM of all suspensions. In cases of suspensions of over 6 days the NEWB will be informed.

## **POLICY ON EXPULSION/PERMANENT EXCLUSION**

The B.O.M. of Maryfield Collegemay expel a pupil:

If the behavior of a pupil repeatedly prevents teaching and learning taking place in the classroom and where repeated efforts to bring about an improvement have failed.

(see Ladder of Referral)

Following a first time serious offence:

(see High Level/ Serious Disruption)

Guardians/parents will be informed by registered letter that BOM is considering expulsion of their child. The letter will outline the reason, the rights of the parents/guardians to meet or make a written submission to the BOM The date and time of the meeting will be notified.

The Principal will bring all the documentation relating to the case for the BOM and either the Principal or the Chairperson will outline the case in the presence of parents/guardians. The parents/guardians will be asked to give their response and speak on behalf of their daughter before any decision is arrived at by the BOM.

The BOM will take into account all the facts presented. The Board will inform the parents/guardians by registered post of its decision to expel. Parents/Guardians will also be informed of their right to appeal to the Trustees and/or the DES under section 29 (Education Act)

