Code of Behaviour

In Coláiste Mhichíl

Respect

- ✓ Respect yourself.
- ✓ Respect all students, staff and visitors.
- ✓ Respect your property and the property of others.
- ✓ Respect the school environment.
- ✓ Respect the privacy of others.

Health & Safety

- ✓ Ensure your actions do not put you at risk.
- ✓ Ensure your actions do not put others at risk.
- ✓ Explain your absences from school with notes and follow the correct procedures.

Uniform

- ✓ Wear your full uniform properly and with pride.
- ✓ While in uniform behave in a manner that brings credit to both you and your school.

Punctuality & Class

- ✓ Be on time for school/class.
- ✓ Be fully prepared for all classes by bringing all necessary equipment.
- ✓ Do your very best at all times.

Personal Development

- ✓ Be proud of your achievements.
- ✓ If you make a mistake accept responsibility and learn from it.

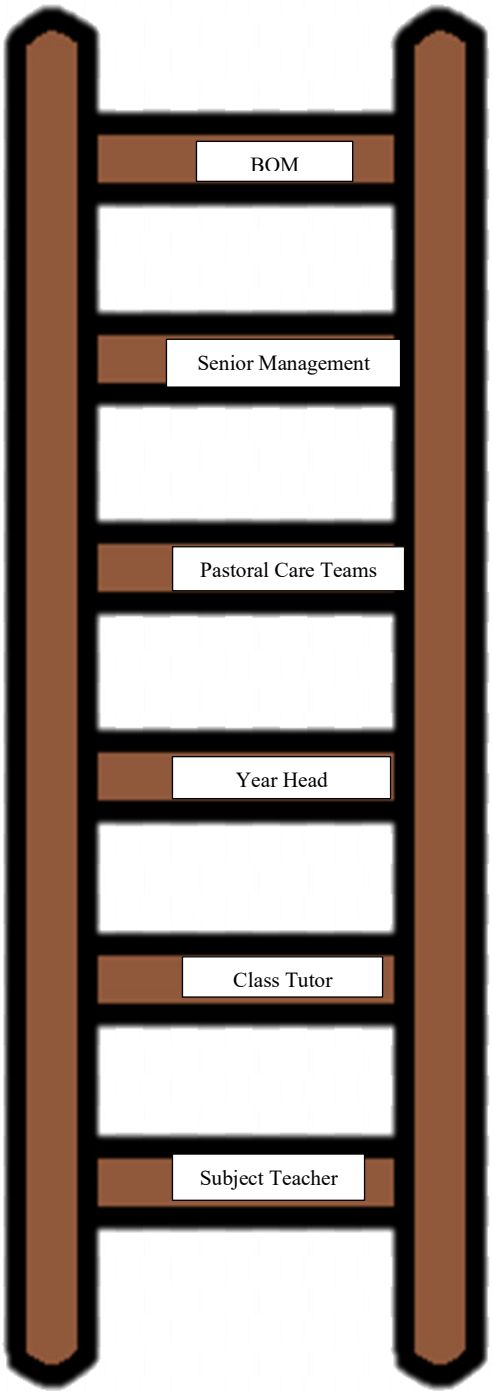
Promoting Positive Behaviour

In Coláiste Mhichíl we not only promote and teach positive behaviour and attitudes, we also greatly value and reward them. All members of staff recognise and celebrate positive behaviour at all times throughout the school.

WE, THE STAFF OF COLÁISTE MHICHÍL, REWARD POSITIVE BEHAVIOUR IN THE FOLLOWING WAYS

INFORMAL	FORMAL
• Verbal praise to student. • Positive comment about student or class to class tutor, year head, senior management. • Positive phone call home on student progress from member of staff. • Positive feedback on student progress to parents at school gate. • Display student work in class and school environment. • Highlight student achievements on school social media. • Positive feedback at parent Teacher Meetings.	• Record positive note in the student's school journal/Vsware. • Year Head acknowledges a student or class at year group assembly. • Positive Behaviour Awards on a regular basis for all year groups. • Attendance Awards on a regular basis for all year groups. • Recipients of Positive Behaviour Awards and Attendance Awards acknowledged over school intercom and on school social media. • Annual Student Awards for all year groups. • TY Student of the Month. • Class awards for positive behaviour and attendance. • Subject awards for positive behaviour.

Ladder of Referral - Coláiste Mhichíl



Supports in Place for Students in Coláiste Mhichíl

- Subject Teacher
- Class Tutor
- Year Head
- Student Support Team
- Pastoral Care Teams
- Attendance Teams
- AEN Team
- Behaviour for Learning Program
- Career Guidance Counsellor
- Home School Community Liaison Coordinator
- School Completion Officer
- SNAs
- Senior Management

As a school community we liaise with a number of external support agencies including but not limited to; TESS, TUSLA, NEPS, NCSE, Jigsaw, Bluebox.

Code of Behaviour 2025/26

Coláiste Mhichíl, Sexton Street

Limerick

Coláiste Mhichíl is an all boys voluntary secondary school under the Trusteeship of the ERST. Coláiste Mhichíl aims to provide a visibly Christian environment where pupils and staff can achieve their full potential as human beings intellectually, physically, socially and in a spiritual fashion in the tradition of Blessed Edmund Rice.

Promoting positive behaviour and good discipline in the Catholic School is part of the moral guidance of students.

Ethos & Expectations

ERST Charter
The core values of ERST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parents. The key elements are

- Nurturing Faith, Christian Spirituality and Gospel-based Values
- Promoting Partnership in the School Community
- Excelling in Teaching and Learning
- Creating a Caring School Community
- Inspiring Transformational Leadership

Students of Coláiste Mhichíl are expected, at all times, to respect and adhere to Christian values. Students are expected to;

- Act justly
- Be honest and truthful
- Show a respectful attitude to their fellows students, the entire staff of the school and any visitors to the school
- Be courteous and concerned for the good of others
- Observe good manners at all times
- Show respect for their environment
- Co-operate actively in the work of Coláiste Mhichíl.

Purpose of Discipline

- To instil a sense of self worth and self-respect.
- To provide a classroom environment conducive to learning.
- To develop socially acceptable behaviour by showing common courtesy and respect for the feelings of others. Respect for our fellow students and staff members means not engaging in any hurtful or bullying behaviour. Bullying is the unwelcome treatment of one person towards another. Cases of bullying will be inspected through the school's Anti-Bullying policy.
- Every pupil has the right to the best education and therefore has the right to the best conditions that make this possible.
- Consistent and effective promotion of positive behaviour, develop a good teacher-pupil relationship and encourage co-operation between home and school.
- A policy promoting good behaviour and effective pastoral care will be adhered to in an effort to minimize the need for corrective discipline/sanctions.
- To provide an atmosphere where the school can provide a wide range of co-curricular and extra-curricular activities. The aim is to provide a rich variety of experiences to promote the holistic development of each student.

Discipline Procedures

Students of Coláiste Mhichíl are expected to comply with the school's Code of Behaviour. Parents/Guardians of students are required to read the Code of Behaviour and indicate on the School Registration Form that they and the student, have read, understood and agree with the content. Failure to follow the code outlined will result in the school taking action according to the discipline procedures and sanctions outlined in the Code of Behaviour.

The management and teachers of the Coláiste Mhichíl will seek to ensure, as far as possible, that the organisation, curriculum, teaching methods and general atmosphere of the school are such that disciplinary problems do not arise and the application of sanctions is called for as rarely as possible.

However, where a student acts in a manner prejudicial to the learning environment, good order or the interest of others, the school has a right and duty to intervene where necessary and impose sanctions. The sanctions to be employed will depend on the nature and seriousness of the misdemeanour and care should be taken to avoid group punishments where possible.

In the interest of fairness each incident will be assessed individually in line with the sanctions outlined in this code. Occasionally, however, it may be necessary to take further and/or additional measures as well as those outlined in this Code.

In all cases a written record will be kept of the misdemeanour and students will be afforded the opportunity to explain their behaviour and state their case.

<u>Sanctions which may be used include</u>:

1. **Reasoning with the student.**
2. **Verbal reprimand** *(including advice on how to improve).*
3. **Temporary separation from peers, friends etc**.
4. **Seek a verbal or written apology.**
5. **Given appropriate & reasonable punishment** *(e.g. Prescribing additional work etc).*
6. **Communication with parents** by way of school journal, phone call, email, VSware, formal letter or meeting. *(Parental involvement will be sought sooner rather than later).*
7. **Lunchtime detention** Teachers will inform parents of lunchtime detentions through the Student Journal or a phone call home. *(max 20 minutes)*
8. **Referral to Year Head**. A written/typed report will be given to the Year Head.
9. **Loss of privileges** - this may include shortened break times, withdrawal from trips/activities and/or other loss of privileges *(Year Head, Deputy Principal, Principal)*
10. **After-school detention -** *(Teacher, Year Head, Deputy Principal, Principal)* In cases of persistent misconduct or serious incidents a Teacher/Year Head/Senior Management may keep a student for after school detention. Parents will be informed of the sanction by phone and will be asked to ensure that the student has a suitable means of travelling home after detention.
11. **Referral to Pastoral Care Team**
12. **Referral to Student Support Team**
13. **Debarment from class** (*Principal, Deputy Principal*)
14. **Suspension from school** (*Principal/BOM*)
15. **Exclusion** *(via Board of Management).* Exclusion will only be considered after every possible effort to improve behaviour has failed & other sanctions in this code have been exhausted or if the seriousness of the offence justifies consideration of immediate exclusion.

Punctuality and Attendance

Students are required to be on time for school. Students should be present in the school grounds no later than 8.50am on a school day. Students will proceed to class at 8.55am with all necessary books and equipment (First Bell).

1. **Arriving Late**

Latecomers must;

- Have a note from parents/guardians explaining why they are late or parents/guardian should email info@cbssextonstreet.ie to explain lateness.
- Report to the school office to sign late book.

Persistent latecomers may be required to do detention and/or may be referred to the Year Head/Senior Management

2. **Leaving School Early**

Students who need to leave school early must:

- Have a note from parents/guardians or parents/guardian should email info@cbssextonstreet.ie.
- Present this note to the secretary before **8.45 am** to enable contact home to verify note

All students must be collected in person from the school office where the parent/guardian must sign the student out in the Sign Out Book.

Full details of the procedures and protocols around attendance are outlined in the school's Attendance Policy

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NB - Explanatory notes, written, dated and signed by a Parent/Guardian are required to;

- Explain a student's ***absence*** from school on the day of his/her return
- Obtain ***permission to leave*** school during the day
- Explain ***late*** arrival in school

Truancy from class/school is a serious offence and may incur sanctions up to and including suspension.

Under the Education Welfare Act (2001) all school have a legal obligation to notify the Educational Welfare Officer of frequent absenteeism.

Uniform

The wearing of our school uniform promotes respect for oneself and one's peers. While in uniform our students represent our school community, we expect our students to be aware of the proud educational values of our school. This awareness should be reflected in the respect shown to the uniform.

The following uniform is obligatory and is to be worn each school day unless specifically permitted not to do so.

Junior Cycle Students

Grey jumper with school crest

Blue shirt

Maroon and white tie

Navy trousers

Plain black shoes

Senior Cycle students

Navy jumper with school crest

Blue shirt

Maroon and white tie

Navy trousers

Plain black shoes

School Tracksuit can be worn on the two days assigned by School Management. Black trainers to be worn with School Tracksuit. White or multi-coloured trainers are not permitted on any school day.

1. School uniform must be clean, neat and tidy and correctly worn at all times.
2. School tracksuit will be worn on PE day and Friday. Where PE class falls on a Friday, students are permitted to wear the school tracksuit on Thursday as well.
3. Non-school tracksuits and hoodies are not permitted under any circumstances.
4. Black shoes/trainers are required. White or multi-coloured trainers are not permitted.
5. Piercings - a single stud earring in one ear is permitted.
6. Students are not permitted to wear/display any rings, jewellery or tattoos.
7. Students who are not present in full school uniform for any reason must report to the school office before school starts and present a written explanation from a parent/guardian to senior management.
8. Persistent breaches of the uniform code may incur further sanctions including debarment from class and collection of student by parent/guardian.
9. Students who cannot wear school uniform for extended periods due to medical reasons will be required to submit a medical certificate to this effect.

School Property and Environment

All students are expected to work towards maintaining a caring and co-operative spirit in the school. Any deliberate damage to school property or that of any member of the school community will require restitution. Sanctions as outlined on Pg 7 of this policy may also be applied.

1. Students are expected to help maintain cleanliness in their classrooms and the school environment.

2. Eating/drinking during class is not permitted. Students may eat/drink in the school yard and other designated areas during breaks. Water and Juices are encouraged in school. Energy drinks and high caffeinated drinks are not permitted.

3. Vandalism, graffiti, theft or damage to school property are a serious offence and will incur the following;
    - Parents will be contacted
    - Compensation for damages may be sought.
    - Other sanctions listed in this Code of Behaviour up to and including expulsion may be applied.

4. Chewing gum is not permitted in school.

5. School supplied books must be kept in good condition. Students who fail to do so or who lose the books allocated to them will be required to pay the cost of replacing the book to the school.

6. Student Lockers are school property and must not be misused, deliberately damaged or defaced in any way.

    a. Where lockers are vandalised/misused students will forfeit the privilege of a locker.
    b. Students are responsible for supplying their own lock and ensuring that their locker is secure at all times.
    c. Students must ensure their locker is left empty and clean at the end of the school year.

Student Property

1. Each student is responsible for his own property. All personal belongings must be clearly marked with owner's name.
2. Each student must have the following each day:

   - Student Journal
   - Correct textbooks/copybooks/equipment for each class
   - Fully completed homework

3. Mobile Phones

   Please refer to the Mobile Phone/Smart Phone/Smart Watch and Non Approved Technological Devices Policy

4. Electronic Devices

   Please refer to the Mobile Phone/Smart Phone/Smart Watch and Non Approved Technological Devices Policy

5. Valuables - Students are advised not to bring valuable items to schools.

The school will not accept responsibility for items lost or damaged on the premises or while on school related activities.

Health, Safety and Wellbeing of School Community

1. In order to help ensure that all students can feel comfortable in the school environment students must keep company with other students from their own year group only.
2. In order to ensure an environment where excellent learning and teaching can take place, students must undertake to respect the authority of the teaching and non-teaching staff at all times. If the behaviour of a student interferes with the learning and teaching environment sanctions as outlined on Pg. 7 may be applied.
3. Students must walk their bicycles while on school grounds and respect the rules of the road in journeying to and from school. Where a student, 16 or over, intends to use an E-scooter, written parental permission must firstly be sought from senior school management. Where such permission has been granted students must walk their E-scooter onto the school grounds at all times and respect the rules of the road in journeying to and from school. In line with current legislation students under the age of 16 are not permitted to use E-scooters on school grounds.

4. Interference with fire alarms/extinguishers/defibrillators is illegal and will be treated as a serious offence. Any and all costs imposed on the school by emergency services will be liable to the parent/guardian of student(s) involved. Sanctions listed on Pg 7 may also be applied.

5. Smoking/Possession and distribution of cigarettes is strictly prohibited in school, on school activities and while in school uniform/tracksuit. A 2-day suspension will be imposed for a first time offence. Subsequent offenses of the same nature may result in sanctions up to and including permanent exclusion.

6. Vaping/Possession and distribution of Vapes is strictly prohibited in school, on school activities and while in school uniform/tracksuit. A 2-day suspension will be imposed for a first time offence. Subsequent offenses of the same nature may result in sanctions up to and including permanent exclusion.

7. Consumption/Possession and distribution of alcohol/alcohol branded product is strictly prohibited in school, on school activities and while in school uniform/tracksuit. A 5-day suspension will be imposed for a first-time offence. Any subsequent offense of the same nature will result in referral to the BOM and sanctions up to and including permanent exclusion may be imposed.

8. Consumption/Possession and distribution of drugs and illegal substances is strictly prohibited in school, on school activities and while in school uniform/tracksuit. Any offense of this nature will result in referral to the BOM and sanctions up to and including permanent exclusion may be imposed. Any offense of this nature will also be referred to An Garda Síochána.

9. Theft is unacceptable and will not be tolerated in school, on school activities or while in school uniform. Any offense of this nature may result in sanctions up to and including referral to the BOM and the possibility of permanent exclusion. Any offense of this nature will also be referred to An Garda Síochána.

10. Physical Altercations are unacceptable and will not be tolerated in school, on school activities or while in school uniform. Any offense of this nature may result in sanctions up to and including referral to the BOM and the possibility of permanent exclusion.

11. Possession/use of a weapon is unacceptable and will not be tolerated in school, on school activities or while in school uniform. Any offense of this nature may result in sanctions up to and including referral to the BOM and the possibility of permanent exclusion.

The above rules on smoking/vaping and use of alcohol/drugs/illegal substances applies to all students taking part in school activities regardless of time, venue or a student's age.

Health, Safety and Wellbeing of School Community

Anti-Social behaviour/intimidation/threatening behaviour by any member of the school community towards any other member of the school community is unacceptable both in and outside of the school environment

Anti-Social behaviour/intimidation/threatening behaviour towards any member of the school community will not be tolerated. Any offenses of this nature may result in sanctions up to and including referral to the BOM and the possibility of permanent exclusion.

Anti-Social behaviour/intimidation/threatening behaviour, in person, through social media/email/technology or any forums/platforms, which defames, intimidates, threatens or poses a risk to any member of the school community or prevents any member of the school community from experiencing school in a safe and comfortable environment is unacceptable and will not be tolerated. Any offense of this nature may result in sanctions up to and including referral to the BOM and the possibility of permanent exclusion.

Bullying

The Board of Management of Coláiste Mhichíl has adopted the Bí Cineálta Policy to prevent and address bullying behaviour.

This policy fully complies with the requirements of *Bí Cineálta: Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools* 2024.

The board of management acknowledges that bullying behaviour interferes with the rights of the child as set out in the United Nations Convention on the Rights of the Child. We all, as a school community, have a responsibility to work together to prevent and address bullying behaviour and to deal with the negative impact of bullying behaviour.

We are committed to ensuring that all students who attend our school are kept safe from harm and that the wellbeing of our students is at the forefront of everything that we do. We recognise the negative impact that bullying behaviour can have on the lives of our students, and we are fully committed to preventing and addressing bullying behaviour.

Suspension/Exclusion

There may be cases of unacceptable behaviour where it will be in the best interests of the school community/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and exclusion are the options available to the Principal and/or the Board of Management in these situations.

The Principal has the authority, under the Articles of Management for Secondary Schools, to suspend *"any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting".* [Article 19(b)]

If, in the judgement of the Principal, a student should be permanently excluded, the *"Principal shall refer the matter to the Board of Management for the decision".* [Article 19(c)]

The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole school community and to the principles for procedural fairness.

Depending on the nature and extent of the misbehaviour the support of other agencies, such as the National Education Welfare Board or the National Educational Psychological Service, may be sought by the Board of Management.

Suspension

Suspension allows students time to reflect on the behaviour which led to suspension, to acknowledge and accept responsibility for their behaviour and to accept responsibility for changing their behaviour to meet the school's expectation in the future.

Suspension may occur as a result of ….

1. A single/small number of incidents of a serious nature
2. On-going unacceptable behaviour

Where a suspension is imposed:

a) Parents will be asked to meet with the Principal to discuss the incident(s). The suspension can then be formalised in line with the procedures outlined in this policy.

b) Suspension for on-going unacceptable behaviour will usually only occur after the school has:

- Ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented.
- Ensured relevant support personnel (internal and/or external) have been involved where appropriate.
- Ensured that discussion has occurred with the student and parent/guardian regarding specific behaviours which the school considers unacceptable and which may lead to suspension.
- Recorded previous sanctions/actions taken.

Suspension Procedures

- The Principal (or in the absence of the Principal, the acting or Deputy Principal) makes the decision to suspend based on the rules and procedures set out in the Code of Behaviour.
- The student is informed of the reason for the suspension and is given an opportunity to respond.
- Except in extremely serious circumstances, the student will be supervised or remain in class until the suspension takes effect. Students will generally not be sent home during the school day unless it is deemed necessary that they are collected by a parent/guardian.

- The parents/guardians will be contacted by the school at which point they will be informed of the reason(s) for the suspension and will be given an opportunity to respond, before the suspension is formalised. The parents/guardians will also be informed of the suspension in writing.
- In some circumstances the Principal may need to suspend immediately. Such incidents may include, but are not confined to, aggressive or intimidating behaviour, violence or the threat of violence, presence of weapons (including saddle rings), illegal drugs, serious disrespect to a member of staff, potentially putting students/staff/themselves at risk or threatening to do so etc.
- If the suspension is to be immediate (i.e. in the interests of health & safety) parents/guardians will be informed by phone where possible, followed by written confirmation.

The formal letter of suspension will include:

- Notice of the suspension as well as the effective date and duration of the suspension;
- Reason(s) for the suspension
- Expectations for the students while on suspension (for example; consideration of their behaviour & the consequences, study etc) as well as requirements which need to be in place when they return to school, where deemed necessary (for example; commitment to improved behaviour/attitude, written apology, completed assignments etc)
- Importance of parental assistance in resolving the matter and a statement that the student is under the care and responsibility of their parents/guardians while on suspension;
- In cases where suspension is longer than 6 days or the student has been suspended for 20 days or more in the school year, a statement that the Education Welfare Board has been informed
- In cases where the suspension is for a period of 7 school days or more* a statement informing parents/guardians of their right to appeal in writing to the Board of Management.
- In cases where consideration is being given to exclusion, this should also be included.

Removing a Suspension

Grounds for removing a suspension may include:

- The Principal and/or the Board of Management may agree that another sanction be applied after discussion with parents/guardians.
- New circumstances come to light.
- Other grounds/information affecting the case.

Length of Suspension

The Principal will decide the length of time a student will be suspended for. If a student is suspended for a period of 6 days or more, the Principal must inform the local Educational Welfare Officer. If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal must inform the Education Welfare Officer.

Appeals Procedure

The nature of school life and timescale required to convene a Board of Management meeting mean that formal appeals to the Board of Management on short suspensions issued by the Principal are often impractical. In such cases the suspension will be implemented, but parents have the right to appeal short suspensions *(less than 7 days)* in writing, in order that the suspension record be removed from the students file, if the appeal is upheld.

A formal written appeal may be made in the case of long suspensions (7 + days)*. Appeals must be made in writing to the Board of Management through the Secretary to the Board of Management.

The appeal will be considered by either the entire Board or a Sub-committee of the same. The school may insist that the student remain at home while any appeal on a suspension is in process.

Exclusions

Exclusions will only occur after the school has;

- ensured all other relevant discipline procedures under the Code of Behaviour have been applied and documented;
- ensured support personnel (internal and/or external) have been involved where appropriate;
- ensured that discussion has occurred with the student and parent/guardian regarding specific misbehaviour which the school considers unacceptable and which may lead to exclusion;
- provided verbal and written warnings at appropriate times detailing the student's behaviour and the schools expectations of the student;
- recorded previous sanctions/actions taken and copies of all correspondence retained.
- informed parents/guardians of the Principals intention to recommend exclusion to the Board of Management.
- provided the parents/guardians with a full copy of the Principal's submission regarding the student's behaviour and the case being made to the Board of Management.
- invited the parents/guardians to a Board of Management meeting and invited them to make a response (written or oral).

and the Board of Management has;

- received a written submission from the Principal recommending exclusion.
- received a response (written or oral) from the parents
- examined all the relevant documentation and considered the student's record in the school
- taken legal/expert advice where appropriate.
- discussed the case in detail
- considered all relevant matters, including the impact of behaviour on the school community as a whole.
- made a final decision to exclude the student
- communicated the decision to the parents formally through the Secretary of the Board of Management by registered post.
- informed the Education Welfare Officer under Section 24(1) of the Education Welfare Act(2000)

- the formal letter of notification will include the following:
  - Notice and the effective date of the exclusion.
  - Reasons for the exclusion.
  - A statement that the Education Welfare Board has been informed of the exclusion.
  - A statement that the student is under the care and responsibility of their parent/guardian for the period of 20 days required by the Education Welfare Officer to examine alternative provisions for the education of the student.
  - A statement informing parents/guardians of their right to appeal *(Section 29 - Educational Act 1998)*

The school may insist that the student remains at home while the exclusion process and/or any related appeal are concluded.

Signed: Dave Croucher Date: 15/09/26

Chairperson, Board of Management

Signed: Denis O'Connor Date: 15/09/26

Principal/Secretary to the Board of Management