
Marino College

Code of Behaviour 2021



Marino College
Second Level

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1 - Introduction

By sending your child to Marino College, it is understood that you have read and accepted the school Code of Behaviour.

A signed form indicating acceptance of this policy must be returned to the school not later than the entrance assessment.

The management, through Home School Liaison, will endeavour to ensure that the Code of Behaviour is accessible to parents who have cultural backgrounds outside of Ireland.

Persons whose behaviour is deemed to be governed by this policy include all staff, students, visitors and parents involved in school activities.

This Code of Behaviour has been produced in close accordance with the Developing a code of behaviour guidelines for schools (NEWB, 2008). These Guidelines from the NEWB supersede the following Department of Education and Science (DES) Circulars:

- Rule 130 (as amended by Circular 7/88) of the Rules for National Schools, insofar as it applies to matters dealt with in these Guidelines
- Circular 20/90: Guidelines towards a positive policy for school behaviour and discipline, and a suggested code of behaviour and discipline for national schools
- Circular M33/91: Guidelines towards a positive policy for school behaviour and discipline: A suggested school code of behaviour and discipline for post-primary schools.

Our Code of Behaviour complies with statute and common law, in particular the Education Act 1998, Equal Status Act 2000, Education (Welfare) Act 2001, EPSEN Act 2004 and other relevant legislation.

The Marino College slogan of Enabling, Enhancing and Educating is at the very core of everything we do in Marino. It can be applied in the context of how we teach and strive to holistically develop our students. It can also be applied to the context of our students; in our hopes to establish a school climate in which students are encouraged to be cooperative, and collaborative; where students can learn not only from their teachers, but from each other. The core values of Marino College, respect and kindness, ensure we maintain a safe haven; where the diversity of each learner is celebrated, and every student has opportunities to succeed.

The Marino College code of conduct seeks to take account of the individuality of each student while at the same time acknowledging the rights of all students to a secure educational environment. It also seeks to provide an atmosphere of positive discipline in which all members of the College community; students, parents, and staff are respected.

At Marino College, we have a culture of promoting positive behaviour - a proactive approach rather than being solely reactive. There are a plethora of supports in place for our students to assist them in the appropriate management of their personal/social lives, their studies etc. These supports include but are not limited to; Year Head & Tutor System, Care Team, Buddy System, Challenger, Friends for Life, Check & Connect, Slí Eile, Behaviour for Learning, JCSP, Guidance Counselling and many external assistive programmes that have strong links in Marino and excellent success rates. For successful, deep and life-long learning to occur, there must be a standard of acceptable behaviour that is maintained by schools and met by students.

Mission Statement

Marino College seeks to encourage a caring and an open community through developing the whole person to his or her potential. We strive to create a student-centred approach to learning through the development of a positive, respectful and safe environment.

At Marino College we:

- Encourage lifelong learning for all
- Believe that every child has the ability to experience success in school
- Recognise and support diversity
- Provide a safe, clean and caring environment
- Strive to recognise and achieve the full potential of every individual
- Believe in educating and nurturing the whole person
- Believe that every day is a new beginning
- Believe in respect for all

Concerns or Complaints about Behavioural Matters

In the event of raising a concern or complaint about a behaviour matter the parent/guardian/student should contact the relevant Year Head, Principal or Deputy Principal. Each individual case will be dealt with in an appropriate manner.

2 – Rationale

This Code of Behaviour is in place in order to:

- Ensure the safety of all members of the school community both on the school premises and on school activities
- Promote a successful teaching and learning environment
- Help students acquire good habits of discipline, behaviour and responsibility
- Prepare students for future responsibilities in the working environment and adult life
- Assist in developing good habits of citizenship
- Inform students and their parents of the procedures used by Marino College to address issues of behaviour in the school by:
 - Defining standards of behaviour for students
 - Acknowledge good behaviour, progress and effort
 - Informing students and their parents of the measures that the school may take to address student misbehaviours
 - Informing parents of school procedures that will be followed before a student is suspended or expelled
 - Explaining the grounds and conditions under which a suspension imposed on a student may be lifted
 - Informing parents of their legal responsibilities relating to occasions when their child is absent from school
 - Conforming to the statutory obligation in Section 23 of the Education (Welfare) Act 2001, which obliges recognised schools to prepare, for the information of students and their parents, a Code of Behaviour in respect of students registered at the school

Marino College recognises that encouraging students to observe the College Code of Behaviour involves more than rules and sanctions. Consistent good behaviour will be recognised and rewarded in a variety of meaningful ways. Actions to acknowledge good behaviour could include:

- Note in student journal/VShare for good work/behaviour
- Certificate for Student of the Month, badge to be worn on uniform for the month and a letter from the Principal
- Verbal acknowledgement from Teacher/Tutor/Year Head to student
- Special acknowledgement at assembly/school plasma screen/School social media platforms
- Phone call/text/letter/postcard home to acknowledge good work/behaviour
- Class trips/outings

3 - College rules

The purpose and content of school rules:

Marino College has outlined the following rules to assist each student in achieving their potential and for the smooth, safe day-to-day running of the school. Rules are in place to safeguard the welfare of every member of the school community in every way (health and safety, academic, personal, social etc.). In life, all actions have consequences; it is pivotal to the development of our students that they come to understand and appreciate this concept so that they may think about their actions and the possible consequences of what they say and do. In Marino College, we recognise and value the role that parents have to play in encouraging positive student behaviour. We also recognise the importance of the role of staff in modelling positive behaviour and relationships with all members of the college. This will ensure that our students become active, functional, and contributing members of society.

College Rules

- 1) Students must be respectful towards all members of the school community and carry out instructions or requests when asked.
- 2) Students must be punctual at 8.40 a.m.
- 3) Regular and punctual attendance at College is expected. ALL absences from college must be explained by a note from parents.
- 4) Permission to leave the building during College hours must be sought from the Principal, Deputy Principal or Year Head.
- 5) Students must wear full College uniform during the College day and neat appearance is expected at all times.
- 6) Students must have all necessary school bags, books, ipads, equipment and diary.
- 7) Personal belongings must not be left unattended in the College.
- 8) Mobile phones, ipods and music devices must be powered off in the College building.
- 9) Bullying, and hate speech of any kind is prohibited & will be dealt with in accordance with the Marino College Anti-Bullying Policy.
- 10) Students are required to be mannerly towards staff using Ms/Sir as appropriate.

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- 11) Students must not do anything, which would deface the building (inside or outside). Writing on or damaging College property is forbidden.
 - 12) Smoking is forbidden when in, or around, the College building or while taking part in school activities.
 - 13) Any instance of substance misuse is not tolerated.
 - 14) Eating or drinking in College is forbidden except during breaks.
 - 15) Chewing gum and fizzy drinks are forbidden at all times.
 - 16) All students should ensure that the College and its environs are kept tidy by using the rubbish bins provided.
 - 17) On corridors and stairs students should walk on the right in an orderly and safe manner.
 - 18) Before class begins students must line up outside the classroom and enter their classroom in an orderly fashion.
 - 19) Students should sit in the classroom according to the seating plan.
 - 20) Students are required to complete all homework assignments on time.
 - 21) Students who receive 3 Demerits (or immediate detention) will be required to complete a one and half hour detention on the following Wednesday.
 - 22) Students are required to stay in the classroom during Tutor time, unless given explicit permission to leave from their Tutor.
 - 23) Students are not permitted to interfere with alarms or security/safety equipment or signs.
 - 24) Students are not permitted to use abusive language to other students or the College staff.
 - 25) Students must respect the property of all College members, theft is not tolerated and will be dealt with as appropriate.
 - 26) Students should only cross the main road by using the footbridge.

Students who persistently break college rules will be referred to the Behaviour for Learning teacher and will also be placed on a conduct card.

Respect for Property

At Marino College we strive to keep our environment clean, safe and tidy. We expect that all our students will take care of their own property and respect that of others.

- Each student is responsible for his/her own property. The school cannot accept responsibility for goods lost in the school.
- Students are strongly advised to have their names on all personal items e.g. student uniforms, coats, sports gear, etc.
- All students are expected to provide their own materials for class. Therefore “borrowing” is an unacceptable alternative.
- No student should interfere with the property of any other person in Marino College.
- Accidental damage must be reported immediately to the Principal or Deputy Principal. The cost of either repair or replacement will be borne by any student responsible for unacceptable damage to property in the school.

Tutor Time and Lunch Time

At Tutor Time and lunchtime, students should:

- Relax, eat, avail of the toilet. Students are not permitted to eat during/between classes. Only still water is permitted for students to drink during the school day.
- Give their Tutor any notes they may have
- Show common respect for people and property
- Keep the School and grounds tidy and litter free

School Uniform

We are proud of our school uniform. It identifies each student as a member of our school community. Therefore, we must always represent our community at its best.

- Students are expected to be neat and tidy in dress and appearance and to wear the full school uniform.
- Students are not permitted to wear any hoods, hats, or any non-sanctioned headwear in the school building or while representing school.
- Students who wish to observe the religious practice of wearing a hijab, must wear a navy one.
- Hair /facial hair must always be neat and tidy.

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- A request may be made to remove excessive jewellery/facial piercings for health and safety reasons.
 - Excessive make-up is not permitted. Nails must be kept short and clean for health and safety reasons.
 - Students should only wear school tracksuit on the day they are timetabled to have PE.
 - When representing the school, students are required to wear the full school uniform.
 - Students presenting not wearing their full uniform will be sent home with the instruction to return as soon as possible, in their full uniform.

Mobile Phone and Acceptable Use Policy

While Marino College accepts that it is a student's choice to have a mobile phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. In order to assist the school in implementing this policy, parents/guardians are asked not to arrange to contact students by mobile phone at any time during the school day. Contact with the school may be made through the office at (01) 833 2100 and where circumstances demand, students will be directed to use the office phone on the advice of the Year Head.

- Where a student brings a mobile phone/to school, the mobile phone must be switched off and not used during the school day or once the student enters the school building and may not be used for any purpose on school premises or grounds except with the expressed prior permission, guidance and supervision of a teacher.
- The mobile phone is the sole responsibility of the student and the school does not accept responsibility if the mobile phone is damaged, lost, or stolen.
- Students using their mobile phone without explicit permission or instruction to do so, will be requested to hand over the device, including the SIM card until 4:15 pm at which time it may be collected from the school office.
- Unapproved use of a device will also acquire a demerit for the student.
- A subsequent offence will result in the mobile phone/PED being submitted to the school office and will again attract a demerit. Parents/guardians will be contacted re: repeated offenses.
- Failure to hand over a mobile phone including the SIM card when requested will result in 1) an automatic suspension, 2) Parent/guardian to attend meeting with Year Head on student's return to school 3) Hand over of the device until 4:15 on day of return
- Incidents where students use their mobile phone or School iPad to bully other students/ staff or send offensive messages or calls will be investigated under the Anti- Bullying Policy, Code of Behaviour and associated policies whilst complying with our statutory commitments.

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- Where unauthorised content is taken in School* and subsequently uploaded/shared, or where an individual knowingly participates with/contributes to unauthorised content taken in school*, which is uploaded/shared, an automatic suspension will apply. It should be noted that it is a criminal offence to use an electronic device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents and/or increase sanctions. (*School in this context refers to during school time/school activities both on and off site at any time.)

For more information, please see Marino College Acceptable Use Policy at www.marinocollege.ie

Serious Breaches of Code of Behaviour

Serious breaches of school rules may be grounds for immediate suspension. Such breaches could include:

- Fighting or assault or violence
- Refusing to submit a phone or recording device
- Physical or sexual assault
- Bullying, hate speech, or harassment of any kind. This includes but is not limited to; homophobic, racist, transphobic hate speech.
- Threatening behaviour
- Reasonably suspected possession or dealing in drugs, alcohol, addictive substances (unprescribed drugs) or illegal substances
- Reasonably suspected of being under the influence of drugs, alcohol, un-prescribed drugs or illegal substances
- Serious damage to property
- Use of iPads or electronic devices outside of the Acceptable Use Policy

This list is not exhaustive

4 - Understanding Behaviour

Learning, relationships and behaviour are inextricably linked.

At Marino College, we understand the importance of promoting positive behaviours and fostering positive meaningful relationships with our students, staff and parents. We know that our students are human and as such, are subjected to experiencing feelings and emotions that are certain to influence how they behave. Through the positive behaviour systems we employ, through the skills our students develop while in our care, and through specifically catered and effective Teaching and Learning Strategies; it is our hope that our students will be able to cope and successfully navigate themselves through the normal stresses of school life and adolescence.

Due to the safe-guarding features of acceptable behaviour outlined in Section 3, and via the forgiving nature of a three strike Demerit system and through the clean slate approach; it is envisaged that only a minority of our students will ever receive a Wednesday detention. Students who receive Demerit(s) will be spoken to by their Tutor and Year Head in the hopes to understand and rectify the behaviour and to mitigate the students earning more demerits, leading to further sanction.

Some key principles are shared by almost all developed models of behaviour.

- Behaviour has meaning. It is not random. It serves a purpose and has goals, though these goals may not be easy to recognise.
- Behaviour can be learned. This means it can change.
- Behaviour takes place within a particular context and in relation to other people. Understanding the context is central to understanding the behaviour.
- What teachers, other adults and other students do in response to a student's behaviour is critical in influencing the choices students make about how they behave.
- Effective teaching and learning are closely linked to good behaviour.
- Positive acknowledgement is a very effective way of influencing and promoting good learning behaviour.
- The quality of relationships affects behaviour.

The objective of a sanction is to help the student to learn

The purpose of a sanction is to bring about a change in behaviour by:

- helping students to learn that their behaviour is unacceptable
- helping them to recognise the effect of their actions and behaviour on others
- helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences
- helping them to learn to take responsibility for their behaviour.

A sanction may also:

- reinforce the boundaries set out in this Code of Behaviour
- signal to other students and to staff that their wellbeing is being protected.

In instances of more serious breaches of school standards, sanctions may be needed to:

- prevent serious disruption of teaching and learning
- keep the student, or other students or adults, safe.

5 - Actions and Sanctions for Unacceptable Behaviour

Examples of inappropriate Behaviour	Sanction
Chewing gum/ Fizzy drinks	Student asked to put in bin/ Confiscated
Failure to wear uniform	Student to be sent home to change into school uniform and return ASAP. Parents/Guardians will be alerted by text or phone call.
Wearing non uniform items	Student should remove it when asked
No ipad	Sent home to get iPad
iPad not charged	Demerit
Not doing homework	Additional work to complete
Not doing punishment work	Demerit
Walking out of room with no permission	Demerit
Going to toilet without permission	Demerit
Refusal to follow instructions	Demerit // Detention depending on severity
Answering back/ cheeky	Demerit
Deliberate use of bad language in class	Demerit
Throwing item at student	Demerit/Detention depending on severity
Shouting at teacher	Phone call home and detention
Powered on phone/ ipod/music device in school building at any time	Obligated to hand in phone until 4:15 pm (12:30 on Wednesday)
Refusal to hand over phone/ ipod/music device	Student suspended until parent/guardian comes in with student and mobile phone is handed over.

Leaving school without permission / not coming back after lunch	Detention
Smoking (while in a school uniform or out on a school activity)	Suspension
Dangerous behaviour (pushing etc.)	Detention or 1-5 day suspension depending on severity
Fighting	1-5 day suspension
Being abusive / threatening to staff	Up to 5 day suspension
Throwing item at teacher	Suspension and possible expulsion
Damaging property (that cannot be cleaned up etc.)	Parents in and appropriate fine from Principal
Persistent refusal to follow school rules	Parents/Guardians meet with Year Head or Principal. Student placed on Special Contract (See below)
3 Demerits	Wednesday Detention
No show for detention	Phone call home and detention to be completed following Wednesday
2nd No show for detention	One day suspension and meeting to be held with year head/management and parent/guardian on student's return to school
3 Detentions (9 Demerits) in a term	1 Day suspension and meeting to be held with year head/management on student's return to school
5 Detentions in a term	1-3 Day suspension and meeting to be held with year head/management on student's return to school
10 Detentions in a school year	1-3 Day suspension and meeting to be held with year head/management on student's return to school
15 Detentions in a school year	Parents/Guardians will be obligated to attend a disciplinary hearing before the board of management to discuss possibility of expulsion

School Supports

It is hoped that with the various supports we have in place here in Marino, that our students will feel supported, encouraged, and nurtured so that they want to participate fully with school and behave in an appropriate manner.

These supports include but are not limited to; Year Head & Tutor System, Care Team, Buddy System, Challenger, Friends for Life, Check & Connect, Slí Eile, Behaviour for Learning, JCSP, Guidance Counselling and many external assistive programmes that have strong links in Marino and excellent success rates. For successful, deep and life-long learning to occur, there must be a standard of acceptable behaviour that is maintained by schools and met by students

Procedure for investigation of a serious incident

If a student is alleged to have been involved in a serious incident, the Principal or his/her representative will investigate. The student/s will be required to write an account of the incident. The teacher/s involved will also write a report on the incident. Student/s may be suspended during this investigation period, if deemed appropriate by the Principal. For all suspensions the parents/guardian of the student/s, or the students themselves if aged 18 or over, will receive a letter. This states the reason for the suspension, the period of the suspension and an invitation to contact the college to set a date to discuss the alleged offence and suspension. If an incident is regarded as serious enough to warrant further investigation, the Principal will seek assistance from outside agencies.

6 - Detention

Detention is defined as the punishment of being kept in school after normal classes have ended. Detention is employed by teachers and school management to ensure the educational engagement, attainment and fulfilment of learners are not impeded by themselves or their peers. Detention is also a safeguard for the health, safety and well-being of every member of the school community; as its implementation is pivotal to the deterrence of unacceptable and more importantly, dangerous behaviour.

Detention operates on a Demerit system. Students can receive demerits for unacceptable behaviour(s) from any teacher of the school; at any time during the school day, on school grounds, during school trips etc. Unacceptable behaviours are outlined in section 3.

Students are to be reprimanded with a detention on the receipt of their third Demerit. Should a student engage in behaviour deemed to be more severe/dangerous breach of school rules, a decision may be made by the relevant disciplinarian to automatically place the student on detention, superseding the requirement of 3 demerits.

All students' behaviour is recorded and monitored using VShare. Demerits are recorded by the teacher reprimanding the student.

On the receipt of the third demerit, a text will be sent home notifying the parents/guardians that their son/daughter has been placed on detention for the coming Wednesday. The disciplinarian monitoring demerits will inform the Year Head, who will then deliver the notice of sanction to the student & parents/guardians. In the instance where a student receives their third demerit on a Wednesday, there would be a need for a detention to be postponed to the following Wednesday as students & parents/guardians should be given the grace to make appropriate arrangements.

Detention will be held every Wednesday in room 205. Detention will begin at 12:20 and end at 13:50, a total of one hour and thirty minutes. The goal of this sanction is to enable our students to manage themselves and to encourage proper and appropriate participation & engagement with school.

Thus, detention at Marino College must be an educationally and developmentally beneficial practice for our students. During the 90-minute detention, students will have 30 minutes to complete a personally reflective and restorative questionnaire that has been developed in conjunction with BFL (Behaviour for Learning) and TUSLA reports. The remaining hour is to be used by students to silently carry out personal studies (a choice or mix of homework, exam study, personal writing or silent reading). Students must bring their own schoolbooks, pens, and paper as materials will not be provided. Use of headphones are NOT permitted during

detention. There will be a set of books at various reading levels available in the detention room. Students are only permitted to bring water into detention, no food is allowed as sufficient time is provided in the 20 minutes between end of classes and commencement of detention. Students will be afforded a maximum of one bathroom break during detention.

In line with the normal code of behaviour and school rules, students are not permitted to talk, use their mobile phones/devices or engaged in any inappropriate behaviour during detention. If a student misbehaves/refuses to follow instruction of the supervising teacher in detention, they will be immediately sent home and given a subsequent detention, to be completed the following Wednesday. Parents/Guardians will be notified immediately about the grievance; student must return to school the following day with a parent/guardian to discuss the event and to develop an improvement plan with the year head/management etc.

To encourage positive behaviour, in the interest of forgiveness and the opportunity to improve for our students; Demerits will be wiped clean from the Demerit document during the school holidays (Halloween, Christmas, February Mid-Term, Easter, and of course Summer). It is hoped that students will seize this second chance and take every advantage of starting fresh after the breaks from school. It is also envisaged that this will aid students in the rather mature realisation that school sanctions are in no way personal punishments, rather that they are an integral part of a greater system that ensures a safe, secure and successful environment for Teaching and Learning.

That being said, each incidence of unacceptable behaviour is recorded on VShare and remains a permanent entry on the student's personal record for the entirety of their time in Marino College.

Further sanctions

In the event that a student receives his/her third detention (which translates to 9 demerits) in the space of one month, the student and parents will be notified, and the student will be suspended for one day. At the discretion of Year Head/Management it may be deemed appropriate to facilitate an in-house suspension. The student must be accompanied back to school the day following suspension with a parent/guardian to analyse and discuss the many repeated misbehaviours that have led to the suspension & to establish an improvement plan going forward.

For a student who receives 5 or more detentions in a term, a suspension of more than one day may be deemed necessary by the Year Head/School management.

The parents or guardians of any student who receives 15 or more detentions (translates to 45 demerits) during a single academic year will be obligated to attend a disciplinary hearing with the board of management of Marino College to discuss the possibility of expulsion.

7 – Suspension and Expulsion

Suspension of a student

The power to suspend is a function of the Principal which is granted by the College's subcommittee.

A student suspended for repeated misconduct or a serious breach of College discipline will be given a letter for his/her parents (or the students themselves if aged 18 or over) requesting that they make contact with the College to arrange an appointment to discuss the matter. The letter will also state the reason for the suspension and the period of the suspension. A copy of this letter will also be sent home by post. A copy of this letter will be kept in the student's file.

The student may return to school after the meeting with the parents has taken place, and if the matter has been resolved to the satisfaction of the College. A suspension of this type will last only a few days. Sometimes it may be necessary to extend the suspension for a further fixed period if:

- 1 - The matter cannot immediately be resolved
- 2 - It is necessary to refer the student to an appropriate professional for assistance/assessment.
- 3 - Further issues involving other parties need to be pursued
- 4 - The issue involved warrants a serious sanction

Where a student is suspended for a period of six days or more the College will inform the Education Welfare Officer. If a student is suspended for more than 20 days in a single academic year, the following arrangements will apply:

- 1 - The College Management Sub Committee will consider the matter and parents will have the right to put the case of their son/daughter (or the students themselves if aged 18 or over) to this committee. Parents (or student if over 18) will be informed of the decision of the Sub Committee
- 2 - The parent or student (if aged 18 or over) may appeal the decision of the Sub Committee to the CDET B
- 3 - If an appeal is entered the CDET B will consider the matter and parents will have the right to put the case of their son/daughter (or the students themselves if aged 18 or over) to the Committee. The parents or student (if over 18 years of age) will be informed of the decision of the Committee
- 4 - The decision of the CDET B may be appealed to the Department of Education and Skills in accordance with the procedure set down by the DES.

Expulsion of a student

The Principal may initiate the process to expel a student for a serious breach of College discipline. This will only be done when the College judges that the continuation of the student in the College will be to the detriment of the College, and other students or staff.

The reasons for an expulsion may include consistent undisciplined, disruptive, dangerous or confrontational behaviour. In such situations, the decision to expel a student will take place after all other avenues have been exhausted. Where possible a student will be referred to external agencies that may be able to cater for particular needs.

The student and his/her parents/guardians will have the right to be kept fully informed at all stages of the disciplinary proceedings.

When the College proposes to expel a student the following arrangements will apply:

- 1 - The College Management Sub Committee will consider the matter and parents will have the right to put the case of their son/daughter (or the students themselves if aged 18 or over) to this committee. Parents (or student if over 18) will be informed of the decision of the Sub Committee.
- 2 - The parent or student (if aged 18 or over) may appeal the decision of the Sub Committee to the CDETБ.
- 3 - If an appeal is entered the CDETБ will consider the matter and parents will have the right to put the case of their son/daughter (or the students themselves if aged 18 or over) to the Committee. The parents or student (if over 18 years of age) will be informed of the decision of the Committee.
- 4 - The decision of the CDETБ may be appealed to the Department of Education and Skills in accordance with the procedure set down by the DES.

The Education Welfare Officer will be notified when the College authority is of the opinion that a student should be expelled. A student will not be expelled from the College before the passing of 20 College days following receipt of this notification by the Education Welfare Officer. This is without prejudice to the right of the College Management Sub Committee to take such other reasonable measures, as it considers appropriate to ensure that good order and discipline are maintained in the College and that the safety and wellbeing of every member of the school community is secured.

8 - Demerits and Marino College Attendance and Punctuality Policy

As part of Marino College Attendance Policy, any student who is late on two, and on every subsequent, occasion(s) receives a Demerit. This Demerit follows the same sanction/procedure as outlined in section 4 of this document.

Due to the vested interest of teachers and management of Marino College in the maximum attendance, well-being, and attainment of our students; demerits administered to students on the basis of repeated lateness for school will NOT be counted towards the further sanctions for consistent unacceptable behaviour, as outlined in Section 4.

9 – Notification of Absence

Procedure:

All absences from Marino College must be explained by a note/phone call from the parent(s) or guardian(s) or the student (if aged 18years+). Students seeking to be excused from College for urgent reasons (e.g. dental appointment) should supply a note in their journal in advance of the absence. All other absences should be explained as soon as possible but not later than the day of return to the College.

In the event a parent/guardian has an immediate need to remove a student from classes for the day; they must phone the school or contact the Year Head directly.

The Principal, in accordance with the Education Welfare Act, will notify the Education Welfare Officer of any student whose absences reach 20 days in any College session. The College will notify parents regarding any unexplained absence from College of their sons/daughters via text message.

Absences of more than 20 school days will be reported to the Education Welfare Officer in accordance with the Education Welfare (2001) Act.

10 – Marino College Behaviour Contract

I _____ agree to keep the rules and regulations of Marino College.

I have read the Code of Behaviour and I agree to follow all of the rules and regulations contained in the Code of Behaviour.

Particularly, I agree to the following:

- To complete schoolwork as directed by the teacher.
- To show respect to all members of the school community.
- To follow the directions of the teachers.
- To resolve disputes in a quiet and calm manner.
- To attend regularly and punctually, dressed in my full uniform.
- To come to school with all of my necessary materials (iPad, copies, Diary).
- To always try my absolute best

I accept that if I continue to display poor behaviour towards the school community and if I fail to observe the Code of Behaviour, then the full consequences of the Code of Behaviour will be applied to me. This could lead to my suspension or expulsion from Marino College.

Student Name: _____

Date: _____

Student signature: _____

Parent/Guardian Name: _____

Parent/Guardian signature: _____

Date: _____

Marino College has in place many supports and services for students who are experiencing difficulties in school. The supports include counselling, the Tutor system, Behavioural Support System, meetings with parents, one to one teaching, small group teaching, Home School Liaison and our Psychological Service. However, repeated failure to observe the Code of Behaviour may lead to the following sequence of sanctions: Serious verbal warning, Suspension from school, Exclusion from school.

Where necessary Marino College will observe suspension and expulsion procedures as outlined by the CDETB.