



## DISCIPLINE AND CODE OF BEHAVIOUR

### RATIONALE

As is laid down in the Mission Statement, our school is committed to creating an environment that is safe, “pleasant and caring for all involved in the School”. This involves the co-operation of every one and a high standard of behaviour is expected from all our students in order to create the positive atmosphere that is conducive to good learning. Whilst always recognising the uniqueness and individuality of each student, we also recognise that they have to develop the qualities of respect and self-discipline, and show consideration for others and co-operate with the Authorities of the school. We expect full co-operation of staff, parents & students with our Code of Behaviour. The School upholds the Equal Status Act promoting equality of opportunity for all and prohibiting discrimination on grounds of gender, race, creed, disability.

### CODE OF BEHAVIOUR

The Code of Behaviour is outlined below under three main areas:

- General
- Attendance
- Learning Environment

and three areas of responsibility:

- School/Teacher responsibility
- Student’s Responsibility
- Parent’s Responsibility

**As respect for self, for others and for the environment is at the heart of the School’s Code, we ask our students to:**

#### 1. General:

- Show respect and courtesy at all times to their teachers, ancillary staff, their fellow students and visitors to the school.
- Respect school property and the property of others and observe the Green Code.
- Present in full uniform each day - neat, clean, tidy and well –groomed
- Comply with the safety regulations in the school.
- Always be aware that they represent the school when in school uniform even when they are outside the school premises

#### 2. Attendance:

- Observe carefully the School Calendar that is issued each June.
- Be regular in their attendance at school and be punctual for school and class each day.



- In the event of absence, a phone call should be made to the office before 9.30 a.m. and a dated letter of explanation/put note in Homework Journal given to the student on her return.
- Present themselves at the Office to sign out when leaving the school for any reason and sign back in when returning to the School.
- Attend all classes
- Students should remain on the school premises from 9.00 a.m. – 4.00 unless going home for lunch
- The permission of Principal or Deputy Principal is required if a student has to leave the school.

### 3. Learning Environment

- Be punctual for class
- Complete all homework assignments carefully and on time.
- Behave in a manner that will not disrupt or impede the teaching and learning process in the classroom
- Be well prepared for class by having books and exercise copies ready
- Record work in Homework Journals provided by the School
- Be courteous and respectful at all times to their teachers and peers.

#### RESPONSIBILITIES: GENERAL

School's/Teacher's Responsibility	Student's Responsibility	Parent's Responsibility
<ul style="list-style-type: none"> <li>• Keep up to date records - contact numbers for each student</li> <li>• Arrange special meetings for Parents on areas of special interest to parents re the development of their daughters</li> <li>• Present information/pastoral talks on matters of curriculum &amp; development e.g Open Day for new 1st years, First Year pastoral meeting, Senior Cycle Options for Third Year parents</li> <li>• Inform and involve parents when fund-raising is required</li> <li>• Send a comprehensive circular at the beginning of each school year outlining Code of Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect and courtesy at all times to their teachers, ancillary staff, their fellow students and visitors to the school.</li> <li>• Sign Rules and Regulations Form at the beginning of the School year</li> <li>• Respect school property and the property of others and the environs. Observe the Green Code.</li> <li>• Present in full uniform each day - neat, clean, tidy and well –groomed</li> <li>• Comply with the safety regulations in the school.</li> <li>• Always be aware that they represent the</li> </ul>	<ul style="list-style-type: none"> <li>• Read carefully all information that comes from the School</li> <li>• Notify School of change of address or contact numbers</li> <li>• Observe the School Calendar issued at the beginning of each year.</li> <li>• Notify the School re medical appointments</li> <li>• Sign Rules and Regulations Form at the beginning of the School year</li> <li>• Support the Code of behaviour of the School</li> <li>• Inform school of any issues that may affect their daughter's behaviour/</li> </ul>



<ul style="list-style-type: none"> <li>• Encourage Parental involvement/attendance at all sporting, cultural and other events</li> <li>• Elect parent representatives to Board of Management and Parent Council when required</li> <li>• Keep Parents informed of all school activities through newsletter, yearbook, letters, website</li> <li>• Tutor -keep report books up to date, emphasising positive behaviour and involvement in extra-curricular activities</li> </ul>	<p>school <u>when in school uniform</u> even when they are outside the school premises</p> <ul style="list-style-type: none"> <li>• Present Report Card at each class period if required</li> <li>• Report for Detention punctually, if required</li> </ul>	<p>performance in school</p> <ul style="list-style-type: none"> <li>• Sign consent forms where required by the School e.g. School Trips</li> <li>• Support the Sanctions imposed by the school for misdemeanours e.g signing the Report card each night</li> </ul>
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**RESPONSIBILITIES: LEARNING ENVIRONMENT**

School's/Teacher's Responsibility	Student's Responsibility	Parent's Responsibility
<ul style="list-style-type: none"> <li>• Arrange Parent/Teacher meetings once a year for each year group</li> <li>• Send academic reports twice yearly for each class group</li> <li>• Teachers will be punctual and well prepared for class</li> <li>• Be fair and just in their classroom management</li> <li>• Be aware of the individual needs of students</li> <li>• Correct homework assigned</li> <li>• Be vigilant in study areas to ensure a good learning atmosphere</li> </ul>	<ul style="list-style-type: none"> <li>• Be punctual for class</li> <li>• Complete all homework assignments carefully and on time.</li> <li>• Behave in a manner that will not disrupt or impede the teaching and learning process in the classroom</li> <li>• Be well prepared for class by having books and exercise copies ready</li> <li>• Record work in Homework Journals provided by the School</li> <li>• Be courteous and respectful at all times to their teachers and peers.</li> </ul>	<ul style="list-style-type: none"> <li>• Be supportive of the learning environment of the school</li> <li>• Encourage good study habits in their daughters</li> <li>• Provide a good learning environment at home</li> <li>• Attend Parent/Teacher meeting</li> <li>• Go through School report with daughter</li> <li>• Be vigilant in examining Homework Journal</li> </ul>



**RESPONSIBILITIES: ATTENDANCE**

<b>School's/Teacher's Responsibility</b>	<b>Student's Responsibility</b>	<b>Parent's Responsibility</b>
<ul style="list-style-type: none"> <li>• Teacher takes his/her own roll call at every class</li> <li>• Deputy Principal takes full school roll each day and records</li> <li>• Deputy principal follows up on unexplained absences</li> <li>• Class Tutor will keep a record of late slips in his/her class group</li> <li>• Class Tutor monitors attendance of her class group and follows up where required</li> <li>• The school will give sufficient notification of any deviation from School Calendar</li> </ul>	<ul style="list-style-type: none"> <li>• Observe carefully the School Calendar that is issued each June.</li> <li>• Be regular in their attendance at school and be punctual for school and class each day.</li> <li>• If late to school, a late slip must be collected at the office prior to going to class</li> <li>• Remember to present a dated letter or note of explanation in Homework Journal on return.</li> <li>• Present themselves at the Office to sign out when leaving the school for any reason and sign back in when returning to the School.</li> <li>• Attend all classes</li> <li>• Remain on the school premises from 9.00 a.m. – 4.00 unless going home for lunch</li> <li>• Get the permission of Principal or Deputy Principal to leave the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Observe carefully the School Calendar that is issued each June and plan holidays in accordance with School Calendar</li> <li>• Be responsible for daughter's attendance in school</li> <li>• Phone office before 9.30 a.m. in the event of absence</li> <li>• Sign Homework Journal giving reason for absence when daughter returns to school or give a dated letter of explanation on return.</li> </ul>

**CLASS TUTOR**

The role of the Tutor is central to the whole pastoral programme, discipline structure and behaviour code in the school and they will explain the rationale of the Code of Behaviour to the class.



- Tutors endeavour to evoke the set of values from which all should operate: respect, courtesy, honesty etc.
- Tutors explain the rationale of the Code of Behaviour
- Implement Sanctions where appropriate
- Develop a sense of initiative and a sense of responsibility in the students
- Are aware of situations that may affect student performance and inform other Teachers when necessary
- Emphasise the importance of participation and involvement in extracurricular activities.
- Ensure that students who may be sick or have a bereavement receive an appropriate card
- Are on the watch out for students who may be isolated or bullied
- Be aware of their attendance and punctuality by liaising closely with Deputy Principal– follow up on late slips and irregular attendance.
- Be sensitive to students who have difficulties and need help.
- Look after the day to day needs of students: lockers, homework journals etc
- Are responsible for overseeing the general order of their students’ classroom
- Check on a regular basis that the school uniform is in good order
- Check student’s homework journal on a regular basis
- Class Tutor will oversee the election of the Class representative to the Student Council and a social Secretary for the class
- First Year Class Tutors will attend the First Year night for Parents and meet them in their daughter’s class group to answer any questions they may have or to allay any worries.

**DISCIPLINE STRUCTURES**

**Teacher + Student**

- Teacher + Class Tutor + Student
- Teacher + Class Tutor + Year Head where applicable
- Principal, Deputy Principal + Class Tutor of Student involved or any teacher deemed necessary for the occasion
- Contact parents – discretionary

**DISCIPLINE PROCEDURES/SANCTIONS**

ISSUES	Sanctions	Additional Sanctions	Report Card is issued
Lack of Punctuality	2 Demerit Points - dated	Detention is given if an accumulation of 10 Demerit points is reached	When a student has done two detentions and gets another 10 demerit points
No Books	2 Demerit Points - dated		
No Homework done	2 Demerit Points - dated		
Eating/Drinking or chewing gum in class	2 Demerit Points - dated		
Disruptive & Interruptive Behaviour	2,3,or 4, Demerit Points	Straight detention if offence is serious	Report Card for serious offence



Lack of Courtesy & Respect – People & Property	2,3,or 4, Demerit Points	Straight detention if offence is serious	
Mobile Phone in Classroom or Study Area	Confiscation for one week	Second Offence – confiscation for one month	
Prohibited items of Jewellery	Confiscation, until the end of term		
Uniform/	2 Demerit Points		
Make Up/ Exotic Hair Style	Students will be asked to re-do hair style immediately		
Mitching Class	Straight detention and Report card is issued		
Smoking	Fine + report to Office at 15 min intervals during lunch-hour for 1 week		
Out town at lunch time without permission	Lunch Time detention – report to Office every 15 minutes		<b>Report Card</b>

- If a teacher feels a discipline offence is such that it warrants extra demerit points they may be given provided valid reason is given
- For students who are placed in detention, it will take place on **one** designated day each week for a period of three weeks
- All demerit points issued by Teachers will be dated

**PROCEDURE FOR DEALING WITH BAD CLASSROOM BEHAVIOUR**

- Individual approach by Teacher to Student to deal fully with relevant matter
- Issuing of Demerit Points when required
- Communication between teacher and parent by means of the homework journal
- Parents are required to sign homework journal
- Communicate with Class Tutor
- For continued misbehaviour, Class Tutor may issue Report Card (see below) to student and should consult with the Year Head in the case of Senior Students.
- Class Tutor/Teacher may contact parents at any stage.
- Detention for persistent misdemeanours (10 Demerit Points twice) re: homework, late to class, books, discipline offences & chewing gum.



## **HOMEWORK JOURNALS**

Homework Journals are distributed to each student at the beginning of the year and are the property of the school

- Teachers may communicate with parents by means of the journal if there are matters of homework or behaviour to be communicated with home
- Parents are required to sign journal to indicate they have been informed of a misdemeanour

## **DETENTION**

- Detention takes place one day a week 12.45 pm. to 1.40 pm when required
- Students must be punctual and report to the office or room assigned to detention.
- Failure to report for detention will require the student to do a further three days detention or she may be put on Report Card, this will be decided by the tutor and teacher involved.

## **REPORT CARD**

- The Report Card is a blank week's timetable and, if issued, a student is required to have it signed by the relevant teacher for each class period for the duration of a week with a relevant comment. Points Code 1 – 5 is used (from excellent –5 to no improvement/unsatisfactory – 1.
- The Report Card is issued for a serious offence or an accumulation of offences.
- Class Tutor has responsibility for issuing Report Card after consultation with relevant teacher(s)
- The Report Card must be signed each night by parents or Boarding School Mistress.
- The Card is returned by the student to the Class Tutor on Friday evening. Progress is discussed with student.
- If there is no progress after the week, the Class Tutor may issue Report Card again for the following week

Report Card is filed in student's report book after the week

## **WHEN IS REPORT CARD ISSUED?**

- Build up/accumulation of minor offences where little or no effort is being made on the part of the student to improve.
- Mithing School/Class
- Wilful damage of property
- Very serious offence e.g. total insubordination.
- For a student on third detention.

## **LUNCH TIME ISSUES**

- Only students who go home lunch may leave the school premises at lunch time
- If a student has to leave the school for urgent business she must get permission from the Principal /Deputy Principal and she will be issued with a permission slip if granted.



- If a student is found out town without permission she will have three days detention in next week of detention, from 1pm to 1.30pm. **or** she will have to report to the office every 10 minutes during lunch time for the period of a week
- Second offence – further detention and/or Report Card.

**Note: from time to time possible on the spot sanctions may be administered**

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## **MOBILE PHONE POLICY**

*With the approval and support of Parents' Council & Board of Management*

**Mobile Phones are not necessary for the education of your daughter and so it has been decided that the use of mobile phones is strictly forbidden from 9.00 a.m. to 4.00 p.m. – Please note this includes Break and Lunch Times.**

If students insist on bringing mobiles to school, they must be locked in locker i.e. not carried on their person or carried in school bag during school hours. (9.00 – 4.00)

Mobile Phones are very useful and helpful for students when they wish to communicate important messages to home or to change arrangements for being collected after school etc. However we have noted that their usage has become far too frequent and impedes good communication with peers.

Break and lunch times are important times for students to engage in extra-curricular activities or to develop good socialisation and communication skills.

Many phones have the facility to access Facebook and other social sites. This has all kinds of implications and dangers for students, including cyber bullying.

### **SANCTIONS**

- Any student who is found with a mobile phone at any time between 9.00 – 4.00 will have the phone confiscated for a period of one week.
- The phone will be confiscated for one month for a second offence.

Parents should note that messages sent to their daughters in the course of the day cannot be accessed until after 4.00 p.m.